

**e-TENDER NOTICE**

E-tenders are invited by the undersigned for the supply and installation of IT Peripherals - All in One Black & White Inkjet Printer and High Speed Scanner in the University Head Quarters at Kalady as furnished below.

**DETAILED TECHNICAL SPECIFICATIONS OF ALL IN ONE BLACK & WHITE INKJET PRINTER**

**Printing**

Print Method	: On-demand ink jet (piezoelectric)
Nozzle Configuration	: 360 nozzles Black
Print Direction	: Bi-directional printing, Uni-directional printing
Maximum Resolution	: 1440 dpi x 720 dpi (with Variable-Sized Droplet Technology)
Print Speed	: 1 . Max Black Draft Text :Memo (A4): Approx. 34 ppm (Draft)
ISO 24724 Black	: 2. Approx. 15 ipm
Double-sided Printing	: Yes (Manual)
Control Panel	: LCD Screen - 2Line LCD

**Copying**

Copy Speed	: Max Black Draft Text - Memo (A4) Approx. 34 ppm (Draft)
Reduction/Enlargement	: 25 – 400%, Auto Fit Function

**Scanning**

Scanner Type	: Flatbed colour image scanner
Sensor Type	: CIS
Optical Resolution	: 1200 dpi x 2400 dpi
Compatibility	: TWAIN, WIA, ICA
Maximum Scan Area	: 216 x 297 mm (8.5 x 11.7")

**ADF**

Maximum Document Size	: A4, US Letter, Legal size
Support Paper Type	: Plain Paper
Support Paper Thickness	: 64-95g/m

**Printer Interface**

USB	: Hi-Speed USB 2.0
Ethernet	: (100BASE-TX / 10BASE-T)

**Energy Star Certified** : Yes

**Printer Software**

Operating System Compatibility : Windows XP/XP Professional x64 Edition/Vista/7/8 and Linux /Mac OS(optional)

**Warranty** : 3 + 2 year

**DETAILED TECHNICAL SPECIFICATIONS OF A3 HIGH SPEED SCANNER**

Scanner Type	: ADF (Duplex)
Light Source	: White cold Cathod discharge lamp
Optical Unit	: CCD (600 DPI) x 2
Output Resolution	: 50 to 600 dpi
Paper Size	: Minimum A3
ADF Capacity	: 200 sheets minimum
Scanning speed	: 70 ppm (A4 – 200 dpi)
Duty Cycle	: 45,000 Sheets/ day
Multi feed detection	: 1- Ultra sonic Sensor
Interface	: USB.2, Ultra SCSI
OS Supported	: Windows, Linux, Mac(Optional)
Warranty	: 3 + 2 years

Should have Bundled Software (Paper Stream IP (Twain/ISIS), Paper Stream Capture, 2D Barcode for Paper Stream Capture, Scanner Central Admin software) with OS Drivers

### **DETAILED TECHNICAL SPECIFICATIONS A4 High Speed Scanner**

Scanner Type : ADF (Duplex) + Flat Bed  
Light Source : White LED away  
Optical Unit : CCD (600 dpi)  
Output Resolution : 50 to 600 dpi  
Paper Size : Legal (Minimum)  
Card Scannability : 1.4mm or smaller  
ADF Capacity : 100 Sheets  
Scanning speed : 60 ppm/ 120 ipm (B/W, Color)  
Duty Cycle : 6000 Sheets/ day  
Multi-feed Detection : 1 ultra sonic sensor  
Interface : USB.3.0/2.0  
OS Supported : Windows, Linux, Mac(Optional),  
Intelligent Sonic paper protection : Support  
Should have Bundled Softwares (Paper Stream IP (Twain/ISIS) Aaby Fine Reader) with OS Drivers

### **GENERAL CONDITIONS**

1. The bid shall contain detailed technical specifications, Brochures and pamphlets of all items quoted.
2. The cost of tender forms can be paid by **SBI Internet banking/ ONLINE NEFT Transaction** and once paid will not be refunded. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
3. Tenders not stipulating period of firmness and tenders with price variation clause and/or „subject to prior sale“ condition are liable to be rejected.
4. The tenderer should send along with his tender, submit an earnest money (EMD) @ one per cent of the total cost of the articles tendered for (rounded to the nearest rupee) subject to a minimum of Rs.1500, if the amount calculated at one per cent of the value of the articles tendered for falls below Rs.1500 through **SBI Internet banking/ ONLINE NEFT Transaction** as indicated in the e Tender notice.
5. Tenders submitted without EMD shall be rejected.
6. The earnest money of the unsuccessful tenderers will be returned through **ONLINENEFT** Transaction and the EMD of successful tenderers will be discharged upon the bidder executing the contract and furnishing the Security deposit that will have to be deposited for the satisfactory fulfillment of the contract.
7. Forfeiture of EMD: (i) If any tenderer withdraws from his tender before the expiry of the bid validity period specified by him or (ii) in case after being successful bidder, he/ firm fails to sign the contract, and to furnish the performance security.
8. (a)Tenderers shall invariably specify in their tenders the delivery conditions including the time required for the supply of articles tendered for.  
(b)The tenderer shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of Certification mark along with their tender in support of it.  
(c)Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. University reserves the right to reject offers for import of goods if the Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.
9. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
10. In the case of materials of technical nature the successful tenderer should be

- prepared to guarantee satisfactory performance for a definite period under a definite penalty.
11. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 12 below.
  12. (a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender deposit a sum equivalent to 5 per cent of the value of the contract as security for the satisfactory fulfillment of the contract. The amount of security may be deposited as Fixed Deposit Receipts of Nationalized/Scheduled Bank endorsed in favor of the **Finance officer** of the University. The Security amount may also be deposited in the form of Bank guarantee in the prescribed form for the amount of security from any Nationalized/Scheduled Bank or in any other form as mentioned in para 8.19 of the Stores Purchase Manual. If the Successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited as stated above and contract arranged elsewhere at the defaulter's risk and any loss incurred by the University on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby.  
(b) In cases where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/ quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting tenderer.  
(c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.  
(d) **Liquidated damages:** If the contractor fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated, damages, a sum equivalent to 0.5% or 1% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed stores or services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the contractor.
  13. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the warranty period, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the University to the contractor. In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.
  14. All payments to the contractors will be made by the Purchasing Officer in due course on submission of the invoice by way of cheques or drafts.
  15. In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Court within Ernakulam Jurisdiction.
  16. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.
  17. No representation for enhancement of rates once accepted will be considered.

18. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.
19. Samples should be forwarded if called for and unapproved samples go back by the tenderers at their own cost. Samples sent by V.P. Post or freight to pay will not be accepted. Tenders for the supply of materials are liable to be rejected unless samples, if called for, of the materials tendered for are forwarded.
20. Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmation with full relevant details posted before the due date of the tender.
21. (a) The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.  
(b) In case payment of customs/excise duty is to be made by the Purchasing Officer, the Purchasing Officer will pay the duty on the "unloaded invoice price" only in the first instance, any difference being paid when the tenderer produces, the final assessment orders later.
22. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
23. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp Paper of value Rs.200/- purchased in the Kerala State. Tenders without the agreement in stamped paper will be rejected outright. But in deserving cases where agreement has not been received, the purchasing officer may exercise his discretion and call upon such tenderer to execute the agreement within a period of ten days from the date of issue of such intimation, if the Purchasing Officer is satisfied that the omission to forward the agreement along with the tender was due to causes beyond the control of the tenderer and was not due to any negligence on his part. Agreement received from a tenderer after the above time limit will not be considered.
24. The tenderer shall quote their rates in the standard BOQ provided indicating the break up details.
25. The quotation shall be valid for a minimum period of **180** days from the date of opening of the tender.
26. The stores offered should be of comprehensive guarantee for a minimum period of **12 months or specified period** against defective stores design, operation or manufacture from the dated of installation. An installation report should be submitted by the contractor. For the defects accruing during the guarantee period, replacement or rectification should be arranged free of cost within a reasonable period of such notification.
27. The purchaser reserves the option to give price preference to the offers from Public Sector units and or Small scale/Cottage Industries /Units over those from the other units in accordance with the policies of the Government from time to time.
28. The supplier shall ensure the quality of the stores supplied.
29. Preference is given to procure the stores which carry BIS (Bureau of Indian Standards) Mark.
30. The provision of the Store Purchase Manual is applicable to this Tender and further proceedings.
31. The University reserves all right to accept or reject any or all the tenders without assigning any reason whatsoever at its discretion.
32. The bids shall be opened online at the office of the Registrar, Sree Sankaracharya University of Sanskrit, Kalady on the date mentioned (Invitation to Bid). If the date fixed for opening happens to be a holiday/due to net failure, the tenders will be opened in the next working day, at the same time.

## **GENERAL TERMS AND CONDITIONS FOR E-PROCUREMENT**

This tender is an e-tender and is being published online for the **supply and installation of IT Peripherals - All in One Black & White Inkjet Printer and High Speed Scanner in the University Head Quarters at Kalady**. This tender is invited in TWO cover system from the registered and eligible firms through e-procurement portal of Govt. of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)

### **A. Online bidder registration process**

Bidders should have class II or above digital signature certificate (DSC) to be procured from any registration authorities. (RA) under the certifying agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006,2332262 or 0497-2764788, 2764188 or 0483-273294 or through e-mail: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) or [helpetender@gmail.com](mailto:helpetender@gmail.com) for assistance in this regard.

### **B. Online tender Process:**

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). however, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:** Not necessary
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.
- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. **Opening of Technical bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. **Opening of Financial Bids:** Bids of qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

### **C. Documents Comprising Bid**

#### **i. The First Stage(Pre-qualification or Technical cover based on 1 cover or 2 cover tender system)**

Pre-Qualification or technical proposal shall contain the scanned copies of the following documents which every bidder has to upload.

- a) Fee details
- b) Client Certificate
- c) Govt. agency Certificate
- d) EMD exemption Certificate, if any

#### **ii. The Second stage (Financial cover or as per tender cover system)**

The Bidder shall complete the Price bid as per format given for download along with this tender.

**Note:** The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

**Fixed Price:** Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/Variable price quotation will be treated as non-responsive and rejected.

**D. Tender Document Fees and Earnest Money Deposit(EMD)**

The Bidder shall pay, a tender document fees of ₹ 1500/- + 18% GST and Earnest Money Deposit of 1% of the total quoted value. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-payment facility provided by the e-Procurement system.

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidder are required to avail internet Banking Facility in any of below banks for making tender remittances in e-Procurement System.

<b>A) Internet Banking Options(Retail)</b>			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	Shamraovithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Cooperation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janatha Sahakari Bank
19	Deutsche Bank	50	TJSB Bank(Erstwhile Thane Janata Shakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
<b>B) Internet Banking Options(Corporate)</b>			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas		Punjab & Sind bank
5	Canara Bank	24	Punjab National Bank
6	Catholic Syrian Bank	25	RBL Bank
7	City Union Bank	26	Shamrai Vitthal Co-operative Bank
8	Cooperation Bank	27	South Indian Bank
9	Cosmos Bank	28	State Bank of India
10	Deutsche Bank	29	Syndicate Bank
11	Development Credit Bank	30	UCO Bank
12	Dhanalaxmi Bank	31	Union Bank of India
13	Federal Bank	32	UPPCL
14	HDFC Bank	33	Vijaya Bank
15	ICICI Bank	34	Axis Bank
16	Indian Overseas Bank	35	State Bank of India
17	JanataSahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks**\* will be shown. Here, Bidder may proceed as per below:

- a) SBI account holders shall click SBI option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender fee and EMD amount.
- b) Other Bank Account Holders may click other Banks option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

\*Transaction Charges for other banks vide SBI Letter No.LHO/TVM/AC/2016-17/47-1% OF transaction value subject to a minimum of Rs.50/- and maximum of Rs.150/-

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

## **E. SUBMISSION PROCESS**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.

**Sd/-**  
**Dr T.P Raveenderan**  
**Registrar**