

# **TENDER DOCUMENT**

**FOR**

**SUPPLY OF OMR SCANNER WITH  
BAR CODE READER**

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**PANJAB UNIVERSITY CHANDIGARH**

**CONDITIONS GOVERNING THE TENDER**  
**For supply of 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 **10.00 A.M. on 27/02/2012** 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 2009-2010 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 2010-2011. The tender should be submitted in the office of ***Prof. A K Bhandari (Registrar), Panjab University Chandigarh.***
2. Each tender should be accompanied with earnest money of Rs. 50,000/- [Rupees Fifty thousand only] in form of Draft / deposit at call in favour of the Registrar, Panjab University, 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.

**Tender should be filled in two separate parts and in two envelopes.** First envelope should contain technical details of bidder as per **Annexure 'A'**. Technical details may be filled in the Performa supplied along with the tender and may be subscribed on the envelop "Technical Bid for Supply of (mention item name)" 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 **11.00 A.M. on 27/02/2012** 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 office of Registrar on the same day upto 4 P.M. the Commercial Bids of only those tenders will be opened who will fulfill the technical specification as per tender document i.e. "Technical Bid".

Commercial bids will be opened after the finalizing 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 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.
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 University 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 Panjab University.
10. The University 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 stamps 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 SPECIFICATION OF OMR Scanner with bar reader**

**A Technical Specifications: -**

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

S.N.	Specification	Description
1.	<b>Form Size</b>	Min : 2.5 x 4.33 inches to 9 x 14 inches (Thickness 80 GSM to 160 GSM)
2.	<b>Marking</b>	HB Pencil/ No. 2 Pencil/Ball Point Pen/Marker (Black or Blue)
3.	<b>Mark Shapes</b>	Rectangle, Oval and Circle
4.	<b>Marks</b>	Easily written marks like <b>O</b> , <b>X</b> and <b>P</b> as well as usual bubble marks
5.	<b>Scanning Speed</b>	6000-8000 sheets per hour with back side reading in single pass
6.	<b>Bar Code Reader</b>	Bar code reader
7.	<b>Hopper Capacity</b>	Min : 250 Sheets
8.	<b>Stacker Capacity</b>	Min : 250 Sheets
9.	<b>Support</b>	Proposed scanner should support the 0.166 track sheets
10.	<b>OS</b>	Window based Template Designing
11.	<b>Interface</b>	RS 232 C and USB communication of latest version
12.	<b>Software interface</b>	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 date, invalid data, date out of range, data filled incompletely etc
	<b>Warranty</b>	Warranty for a period of three 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 hours. In Case the standby machine is not placed after 24 hours then a penalty of Rupees Ten Thousands (Rs.10,000/-) per day will be charged. Preventive maintenance during warranty period should be Done minimum once in three months.
	<b>Training</b>	Necessary training would be given to the Executives/ Staff of usage of the System.
	<b>Earnest Money</b>	Earnest Money Deposit will be released only after the warranty period.

**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 of 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 of 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 the machine which should check 2 and let edit for blank date, invalid data, date out of range, data filled incompletely etc.

- xiii) **Warranty:-** Warranty for a period of three 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 along with 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 2009-2010 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 2009-10

**Amount ( Rs. In Lacs)**

<u>2008-09</u>	<u>2009-2010</u>	<u>2010-2011</u>

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:**

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**Stamp and Signature of the Firm**

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

**PROFORMA OF COMMERCIAL BID**

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

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

**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 Authorised  
Business Partner**



