

COPY NO. _____



Competition Commission of India

*Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi – 110001*

*Tel : 011-23473400 Fax : 011-23704686
Web : www.cci.gov.in*

TENDER DOCUMENT

for

PURCHASE OF

SCANNER

along with

SOFTWARE

| | | | |
|---|---|-------------------|------------------|
| Date of Issue of Tender | : | 20.01.2012 | 1000 Hrs. |
| Last date and time of obtaining Tender | : | 10.02.2012 | 1200 Hrs. |
| Pre-bid Conference | : | 03.02.2012 | 1530 Hrs. |
| Last Date and Time of Receipt of Tender | : | 10.02.2012 | 1500 Hrs. |
| Date and Time of Opening of Tender | : | 10.02.2012 | 1530 Hrs. |

Price : Rs.100

Tender Document
for
Purchase of Scanners
by
Competition Commission of India

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SECTION – I

1. Invitation for Bids

1.1 The Competition Commission of India proposes to procure **Heavy Duty Scanners** for digitalization of its records in its Office at 'Hindustan Times House', 18-20 Kasturba Gandhi Marg, New Delhi – 110 001. The tentative quantity of the Scanner along with technical configuration is mentioned in Section – III.

1.2 Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.

1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to The Deputy Director, Competition Commission of India, not later than the date and time laid down, at the address given in the schedule for invitation to Tender under Clause 1.24 of Section I.

1.4 The Tender Document can be obtained from the Office of CCI at Hindustan Times House at a price of Rs.100/- each. However, the prospective bidder can submit their bid by downloading the tender document from the web site of the Commission. The downloaded Tender Document must be accompanied by a separate Bank Draft / Bankers Cheque of Rs.100/- (being the cost of the Tender) in favour of the "Competition Commission of India (Competition Fund) Account" along with the Technical Bid. Technical Bid in the downloaded form of Tender will be considered only on receipt of Cost of Tender.

1.5 This tender document is not transferable.

1.6 The quantity indicated in the Tender Document is tentative. Competition Commission of India, however, reserves the right to increase or decrease the quantity depending on the needs of the CCI without assigning any reasons.

1.7 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be entertained after due date. Competition Commission of India may reject tenders if they do not carry such information separately and specifically quantitatively

1.8 The tender should be submitted in Two cover system i.e. (a) Technical Bid; and (b) Financial/Commercial Bid. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of section II.

1.9 A separate envelope (c) containing the Earnest Money in the form of Demand Draft should also be kept along with the other envelopes i.e. Technical Bid and Financial Bid - in a bigger envelope.

1.10 The tenderer should clearly indicate the delivery period and validity period of tender.

1.11 The tenderer should clearly indicate the availability of service and maintenance facilities at Delhi/New Delhi for the items quoted.

1.12 The above mentioned details particularly the Sales Taxes/excise duty, any other duty, if not quoted properly, the bid can be cancelled.

1.13 The tenderers are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

1.14 The Tender should be submitted along with refundable **Earnest Money** of Rs.10,000/- in the shape of Demand Draft valid for a period of 6 months in favour of The Competition Commission of India (Competition Fund) Account. Tenders not accompanied by Earnest Money or incomplete in any respect will be rejected outright.

1.15 The Tender must be submitted along with the copies of Manufacturers license or authority from the manufacturer (OEM)

1.16 In order to adjudge the performance of the product and software proposed by the bidder, each bidder shall be required to give DEMONSTRATION of the product before the Tender Evaluation Committee. Financial bids of only those bidders will be opened who stands qualified on the basis of information provided in the Technical Bid and also based on the performance of the Product and the bundled software.

1.17 The tenders will be opened on the date and time indicated in the presence of tenderers, if any, present on the occasion.

1.18 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt ,inspection, installation/testing

1.19 All damaged or unapproved goods shall be returned at the Tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

1.20 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on CCI.

1.21 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Competition Commission of India reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Competition Commission of India will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.

1.22 Payment of bill will be made through by crossed account payee Cheque only after delivery and successful installation of each of the items.

1.23 Competition Commission of India reserves the right to reject any or all tenders without assigning any reason whatsoever.

1.24 Schedule for Invitation to Tender

- a) Tender should be dropped at the Tender Box kept at the Reception of CCI (3rd Floor) and must be addressed to

The Deputy Director (CS)
Competition Commission of India,
Hindustan Times House, (3rd Floor),
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001.
Email : vsrawat@nic.in
Tel : 011-23473400

- b) Pre-bid Conference :

03.02.2012 at 1530 Hrs.
Summit Room (Room No.375)
Hindustan Times House

- c) Latest time and date for receipt of Tender:

10-02-2012 at 1500 Hrs.

- d) Place, Time and Date of opening of Technical bids:

Place : Summit Room (Room No.375)
Hindustan Times House

Time & Date : **10-02-2012 at 1530 Hrs.**

- e) Date till which the tender is valid:

180 days from the opening of technical bid.

- f) Competition Commission of India shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

1. Procedure for submission of Bids

1.1 It is proposed to have a Two Cover System for this tender

a) Technical Bid in one cover duly super scribed as 'Technical Bid'

b) Commercial bid in another cover duly super scribed as 'Commercial Bid'

1.2 Both –Technical and Commercial bids, along with a separate third cover containing the Demand Draft of Earnest Money (super scribed as 'Earnest Money') should be put in a single sealed cover super scribing "Tender for supply of Scanners"

1.3 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared "late".

2. Cost of Tender

Cost of the Tender is Rs.100/-. The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document/Pre-Bid Conference

A pre-bid conference of all prospective tenderer will be held on **03.02.2012 at 3.30 PM** in Room No. 375, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi – 110 001. All tenderers/bidders requiring any clarification on the Tender Document or about the requirement of CCI may attend the Pre-bid Conference.

4. Amendment of Tender Document

4.1 At any time prior to the last date for receipt of bids, CCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

4.2 The amendment will be displayed on the web site of the Commission at least five working days prior to the opening of technical bid and will be deemed to have been notified to all concerned by all means.

4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the CCI, shall be written in English language.

6. Documents comprising the Bids

6.1 The Bids prepared by the Tenderers shall comprise of following components: -

- a) Technical Bid shall consist of the following: -
 - (i) Technical Bid furnished as per the format for technical bid (Clause A of Section V).
 - (ii) Technical literature for each product/service, covering full technical specifications.
 - (iii) Copies of supporting documents for the information provided in Technical Bid

- b) Commercial Bid consisting of the following: -
 - (i) Bid prices duly filled, signed and complete as per the format (Clause B of Section V).

SECTION - III

| | Item | Qty. (approximate) |
|----------------------|--|--------------------|
| 1.1 | High Volume Scanner | One |
| Specification | | |
| Specification | Minimum Requirement | |
| Type | Sheetfeed | |
| Scanning Resolution | Minimum 600 x 600 dpi | |
| PPM | Minimum 100 ppm (simplex)/200 ipm*(duplex) | |
| ADF Capacity | 500 pages | |
| Scanning side | Simplex and Duplex | |
| Document size | A3 | |
| Duty Cycle | 40,000 pages/day | |
| Others | OCR, Text Searchable PDF, Colour Scanning, Stapled Document Detection, Ultrasonic Double Feed Detection, Interface : Hi-speed USB 2.0, Imprinter with Cartridge, Bundled DMS Software. | |

| | Item | Qty. (approximate) |
|----------------------|---|--------------------|
| 1.2 | Local Area Network Scanner | One |
| Specification | | |
| Specification | Minimum Requirement | |
| Type | Sheetfeed Type Network Scanner | |
| Scanning Resolution | Minimum 600 x 600 dpi | |
| PPM | Minimum 30 ppm (duplex) | |
| ADF Capacity | Minimum 50 pages | |
| Scanning side | Simplex and Duplex | |
| Document size | A3 | |
| Scanning Modes | Black and White, Error Diffusion, Advanced Text Enhancement II 256 – Level Grayscale 24 – Bit Color | |
| Others | Colour Scanning, Text Orientation Recognition, Fingerprint access, Direct Network Scanning, Scan to USB, USB support, Remote Web Management, Ultrasonic Double Feed, Operational Panel : 8.4 inch TFT Liquid Crystal Display with Touch Panel Detection, Automatic Page Size Detection, Deskew, Skip Blank Page, Long document scanning, Bundled DMS Software | |

| | Item | Qty. (approximate) |
|-----|---------------------------|---------------------|
| 1.3 | Software for Digitization | 1 each of following |

| Software for Digitization | |
|----------------------------------|--|
| 1 | Adobe Acrobat Professional Pro extended 9.0 with Media |
| 2 | Adobe Xpro with Media |
| 3 | Nuance Paperport Professional 14 with Media |
| 4 | Winzip Professional 16 with Media |

SECTION - IV

TERMS AND CONDITIONS

1. The tenderer firm should have the following **qualifications** for bidding:
 - a. Shall be registered in India
 - b. Shall have OEM presence in India or channel partners / service providers, authorised distributors / dealers / resellers
 - c. Shall have been in existence for not less than five years.
 - d. Shall be having sufficient experience and expertise in the relevant field
 - e. Shall have experience of supplying orders for Govt. Deptt./ PSU etc. for more than 3 years
 - f. Shall have PAN/TAN number, Sales tax registration, VAT registration
 - g. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization.
 - h. Shall have annual turnover of Rs.1.00 Crore for each of the last three years

2. **Delivery Schedule** : The company shall be able to deliver the required items within a reasonable period of time, preferably within 15 days of placing order. The company shall adhere with all seriousness to the time schedule provided by the Competition Commission of India.

3. **Warranty** : All the products must carry On Site Warranty of One Year, extendable upto a further period of two years.

4. **Quality** : The products asked for should be of very high standard and of reputed company with authorized service provider in Delhi.

5. **Liquidated Damages** : The Company shall be liable to indemnify the CCI in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.

6. **Responsiveness** : The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.

7. **Payment** : There is no provision for making advance payment to the Company. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.

8. **Purchase Order** : The purchase order for the entire quantity/or the different quantity can be placed with lowest bidder either in one lump sum or as per the requirement through repeat order. The quantity shown is tentative and may increase or decrease.

SECTION - V

A. PROFORMA FOR TECHNICAL BID

| | Description | Information |
|----|---|-------------|
| 1 | Name of the Firm & Owner : (With Tel./Mob. Nos.) | |
| 2 | Professional Qualification of Owner | |
| 3 | Type of Organisation (Proprietorship/Partnership/Pvt. Ltd./Limited Company) | |
| 4 | Website of Tenderer Firm, if any | |
| 5 | Month/Year of Establishment | |
| 6 | PAN/Sales Tax/VAT Regd. Nos. | |
| 7 | Annual Turnover | |
| | 2008-09 | |
| | 2009-10 | |
| | 2010-11 | |
| 8 | Brand being offered/OEM (Model/Make etc.) | |
| 9 | On Site Warranty Period | |
| 10 | Provision for Maintenance after completion of warranty period | |
| 11 | Whether product(s) offered by the bidders are exactly as per the configuration of CCI. If not, indicate the changes in each product | |
| 12 | Total staff strength | |
| 13 | No. of Engineers employed and their Qualification | |
| 14 | Clientage (submit copies) | |

| | | |
|----|--|--|
| | | |
| 15 | Details of Earnest Money | |
| 16 | Validity of Tender | |
| 17 | Delivery Schedule | |
| 18 | Whether the bidder is ready to give demonstration of the Product prior to opening of Financial Bid | |
| 19 | Whether Terms & Conditions issued by CCI are acceptable to the Firm | |
| 20 | Other Details, if any | |

| | |
|------|--|
| Date | |
|------|--|

| |
|--|
| |
| Signature of Owner/Authorized Representative |

B. PROFORMA FOR FINANCIAL BID

| | Item | Price Per Unit (Rs.) | Taxes (Rs.) | Total (Rs.) |
|---|--|-------------------------|----------------|----------------|
| 1 | High Volume Scanner | | | |
| 2 | Local Area Network Scanner | | | |
| 3 | Adobe Acrobat Professional Pro extended 9.0 with Media | | | |
| 4 | Adobe XPro with Media | | | |
| 5 | Nuance Paperport Professional 14 with Media | | | |
| 6 | Winzip Professional 16 with Media | | | |
| | TOTAL | | | |

| | |
|------|--|
| Date | |
|------|--|

| |
|--|
| |
| Signature of Owner/Authorized Representative |

