

Tender Document

**Procurement of “Overhead Book Scanner-A1” size Flat Surface
with Book Cradle and Glass”
2 Units**

File No.: 10/02/2016-SD/CIL

20-02-2017

Last Date of Submission of Tender: 15-03-2017

IGNCA

SECTION I: INSTRUCTIONS

1 Introduction

- 1.1 Indira Gandhi National Centre of Arts (IGNCA) is a Government of India body engaged in archiving, preserving and continuation of heritage and culture of India. Cultural Informatics (CIL) is a pioneering unit of IGNCA which acts as a focal point of digitization of manuscripts, slides, books, audio and video to preserve the entire repository of its present and future holdings in digital mode and to disseminate the contents in various digital formats to the scholars, researchers and the people in general.
- 1.2 For digitization of Manuscripts IGNCA intends to purchase two units of Over-head Book Scanners under buy back scheme of the old Book-eye scanners.
- 1.3 Vendors are invited to submit their proposals for supply of the book scanners in two bid system. Technical Bids and Financial bids must be submitted in two different envelops. Both the envelops should be put in one outer envelope.
- (i) A Technical Bid, minimum eligibility conditions and EMD
(ii) A Financial Bid
- 1.4 Tenders that address only part of the requirements shall be deemed as incomplete, and shall be rejected out rightly. It is on part of the vendor to ensure that the proposal is complete in all aspects of supply and installation of **hardware and software**.
- 1.5 EMD/Exemption Certificates, if any, must be submitted along with Technical bid. Without EMD the technical bid will be rejected and in such case the financial bid of the vendor will not be opened.
- 1.6 IGNCA reserves the right to accept or reject any or all the offers without assigning any reasons.

2 Minimum Eligibility Criteria for Vendors

- 2.1 The sealed tender along with the Demand Draft/Bankers Cheque in favour of IGNCA should reach to **Section Officer, CIL, IGNCA, 11, Man Singh Road, New Delhi** on or before 15-03-2017 before 5PM. The quotations must reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery / non-receipt of tender documents.
- 2.2 The vendor should enclose the **valid Authorization Letter i.e Manufacturer's Authorization form (MAF) in original from OEM**.
- 2.3 The bidder should be OEM or the distributor and service provider for the quoted brand for over head scanners.
- 2.4 Vendors shall provide a copy of PAN/TAN/TIN number of the firm & must be minimum ten years in business. The vendor must have an office in Delhi with 24*7 support in across India. The vendor should be either a registered partnership firm or a

company registered under Companies act in India.

- 2.5 The firm should have turnover of at least Rs. 5 Crores, during the last three years for each year separately, adequately supported by a copy of the balance sheet for all three years.
- 2.6 Vendors must have experience of installing/servicing of book scanner at least at three reputed locations. Vendor should provide a list of such locations in support of minimum eligibility conditions installations and locations within India.
- 2.7 Vendor should buy back two old units of Book-eye scanners.

3 **Clarification and Amendment of Tender Document**

Vendors may request a clarification on any aspect of the tender with-in two weeks of its publication in News Paper. At any time before the submission of proposals, the IGNCA may, for any reason issue a clarification or amend the Tender document. These amendments/ clarifications will be placed on the website of the IGNCA.

3.1 **Technical Bid**

The exact information on various eligibility criteria and technical details must be furnished as per compliance sheet attached with the Tender Document along with supporting documents. The financial bids of only those vendors will be evaluated who meet the minimum eligibility criteria and other technical specifications

The Vendors should provide the Technical Bid as specified in the Tender Document as per Annexure 1. Material deficiencies in providing the information requested may result in rejection of a bid. Vendor should attach a technical compliance sheet along with documentary evidence such as Brochure etc. The Technical Bid shall provide the following information:

- (i) Vendors must submit an EMD for Rs. 2,50,000/- (Rs. Two Lakh and fifty thousand) in the form of Demand Draft/Banker's Cheque in favor of IGNCA, New Delhi or exemption Certificate order.

Without EMD or exemption certificate the technical bid will be rejected and in such case the financial bid of the vendor will not be opened. The EMD exemption will be granted to the units registered with NSIC (MSME) for any category of scanners.

- (ii) **Technical Specifications** – Following items are required for the **Over head Book Scanners A1 size with Glass Plate x 2 units:**

Camera	Dual Camera with CMOS Sensors
Camera Resolution	Minimum 71 Mega Pixel or above
Scan Area	Minimum 645 x 915 mm
Optical Resolution	Minimum 400 dpi
Scan Resolution	Minimum 400 x 400 dpi

Scan Speed	0.3 sec. scanning time & 3.5 Sec. cycle Time @400 dpi
Spine handling	Motorized height adjustment of the book table for books up to 25 cm
Color Depth	36 bit / 12 bit
Scan Output	24 bit / 8 bit
File formats	Atleast PDF, PDF/A, JPEG ,TIFF
Light Source	LED class 1, no UV/IR
Lamp Life Time	50000 hrs
Book Cradle	Integrated with Flat Glass Plate
Interface speed	Minimum USB 3.0
Batch Scan Software	Bundled with Hardware
Illumination, Book Cradle along with Glass Plate	<p>Integrated with Flat Glass Plate. Motorized book cradle with two lifting columns Self opening and closing motorized glass plate preserves originals. Pressure sensivity is adjustable.</p> <p>Opening angle can also be adjusted depending on the book size, in order to optimize scanning process.</p> <p>Usable with or without glass plate Provision of even illumination on the whole scanning area by additional LED bar. There should be no shadow formation.</p>
Mode of Operation	<p>Semi Automatic Dual power planetary scanner for A1 format with</p> <p>PLC control & linear drive Motor driven book cradle Motor driven pressure system Manual, semi-automatic or fully automatic control on demand</p>
Foot Switch	4 pedals to adjust the height and control the glass plate along with Scan Initiation

- (iii) The vendor will also buy back two old Book-eye Scanner A1 Size. He can visit IGNCA to see the condition of the Scanners after taking prior appointment.
- (iv) All software must come bundled with the scanner at no extra cost to IGNCA with unlimited updates for three years from the date of Installation.
- (v) Full time engineering support (Maximum within 4 hours) would be provided at no extra cost to IGNCA. This would be across India. IGNCA will not pay for anything towards his salary or no other expenses of engineer in any form for a period of three years from the date of installation.
- (vi) The Free advance training to IGNCA technical staff and operators for three days by the OEM is a mandatory condition for this supply of book scanners.

- (vii) The Book scanners must be quoted with Three years of comprehensive Warranty (parts plus labor). IGNCA will not pay anything towards software updates or hardware parts replacements. All the replacements must be done without any cost to IGNCA for a period of three years from the date of Installation.

The Technical Bid shall not include any financial information.

3.2 **Financial Bid**

- (i) In preparing the Financial Bid, Vendors are expected to take into account the requirements and conditions outlined in the Tender document.
- (ii) **The Financial Bid should be valid for at least 90 days from the last date of submission of Bids.**
- (iii) Tenders must be furnished quoting **FIRM & FIXED** rates.
- (iv) Prices should be Minus Cost of the scanner on account of buying back. The prices should be quoted in Indian Rupees.(INR)
- (v) The financial bid should quote cost for all the items.
- (vi) Financial Bid should be quoted as per Annexure 3.
- (vii) Prices must be quoted on F.O.R. destination inclusive of Packing, Forwarding, Freight charges, Transit Insurance and any other charges as applicable. The consignee for the contract is IGNCA.
- (viii) **Taxes & Levies.** - Details of Excise Duty, Taxes and Levies if any, are to be highlighted clearly. It is clarified that the IGNCA is exempted from paying any customs duty on its purchase of Equipments. A copy of the same will be provided to the vendor by the IGNCA.
- (ix) **Performance Guarantee.** - The vendor shall furnish a Performance Guarantee in shape of Bank Guarantee **for a sum equal to 5%** of the contract value after receipt of confirmed Work order. Bank Guarantee should be valid up to warranty of stores.

Submission, Receipt, and Opening of Bids

3.3 The original Bid (Minimum Eligibility Criteria, Technical Bid and Financial Bid) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the Vendor.

3.4 The Eligibility Criteria shall be placed in a sealed cover clearly superscripted 'Minimum Eligibility Criteria for the Overhead book Scanners'. Similarly, the

Technical Bid shall be placed in a sealed envelope clearly superscripted ‘Technical Bid for the over head book scanners)’. Further, the Financial Bid shall be placed in a sealed envelope clearly superscripted ‘Financial Bid for the over head book scanners’.

- 3.5 All envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be superscripted **‘Bid for Over head Book Scanners’**.
- 3.6 **The completed Minimum Eligibility Criteria, Technical and Financial Bids must be submitted on or before 15-03-2017 before 5PM to the following officer of IGNCA.**

**Section Officer,
CIL, IGNCA,
11, Man Singh Road,
New Delhi -110001**

- 3.7 Technical bid will be opened by a Committee appointed by IGNCA. All the vendors will be informed telephonically at the time of opening of the bids. Vendors if desire, may send their authorized representatives.
- 3.8 First the minimum eligibility criteria document will be evaluated. Technical Bid of only those vendors will be opened who meeting the minimum eligibility criteria. The Financial Bids shall remain sealed and will be opened of those firms, who qualify in the Technical evaluation.
- 3.9 The Financial Bid of technically successful bidders will be opened by a Committee and firm if desires, may depute their representative, duly authorized in writing, to be present at the time of opening of tenders. The date, time and venue fixed for this purpose will be intimated separately after the Technical evaluations are completed.
- 3.10 The IGNCA may reject any Bid without assigning any reason.
- 3.11 **The vendor who quotes**
- 3.12 **the least price will be considered as L1 and shall be regarded as the selected vendor for awarding the work order.**

Delivery Period

60 days from the date of award of Work order.

1) Payment Terms

Payment shall be released after successful completion of Installation and commissioning of the items and submission of Performance bank guarantee at the rate of 5% of the total cost.

Annexure 1
Technical Bid Format

Sr. No.	General/Technical	Details
	Book Scanner Make and Model Quoted ?	
1.	Name of the firm	
2.	Type of Firm, Company, Partnership, Proprietorship etc.	
3.	Registration Certificate ? (Copy to be attached)	
4.	Copies of PAN/TIN/Service Tax No/VAT No.? (Copy to be attached)	
5.	EMD payable to IGNCA in form of Demand Draft/Pay order/ MSME certificate? (Copy to be attached)	Rs. 2,50,000/- Dated Drawn on -----
6.	Manufacturer Authorization Form (MAF)? (Copy to be attached)	
7.	Brochure of the Product?	
8.	Self Signed Certificates issued by Government authorities. For registered partnership firms attach the certificate issued by Registrar of firms and for registered company attached certificate issued by Registrar of companies? (Copy to be attached)	
9.	Do you have minimum five crores turn over for each year during the last three years separately? Kindly attach last three years' balance sheet and Profit and Loss statement in support? (Copy to be attached)	
10.	Do you have experience of installation of similar equipment at least at three locations? Submit documentary evidence in its support.	
11.	Do you agree to buy back 2 old Book-eye scanners one A1.	
12.	Do you agree to provide free of cost on-site support engineer for four years on all working days? Scanner downtime will be not more than 5 hours if there is no parts failure?	
13.	I agree to abide by all the terms and conditions laid down in Tender Document of the IGNCA	

Signatures of the Authorised Signatory
Seal of Firm or Company

Annexure 2
Compliance Sheet

S. No.	Features	General/Technical Compliance	Compliance Yes/No
	Eligibility Criteria	Make and Model Quoted	
1	EMD	Attached EMD in form of Demand Draft/Pay order/ MSME certificate submitted?	
2	MAF	Manufacturer Authorization Form (MAF) Submitted?	
3	PAN / TIN No./ Company Registration	Attached Self Signed Certificates issued by Government authorities. For registered partnership firms attach the certificate issued by Registrar of firms and for registered company attached certificate issued by Registrar of companies?	
4	Turn Over	Do you have minimum Five crores turn over for each year during the last three years? Kindly attach last three years' balance sheet in support?	
5	Installation experience	Do you have experience of installation of similar equipment at least at three locations? Submit documentary evidence in its support in Form 1 of the Tender Document.	
6	Buyback	Do you agree to buy back old Book-eye scanners one A1 without glass and one A4 size	
7	Warranty	Five Years Comprehensive including parts etc.	
8	Training by OEM	Hands on training will be provided by the OEM?	
9	Support	Free of cost onsite support engineer for four years on all working days? Scanner downtime will be not more than 5 hours if there is no parts failure?	
10	Performance Guarantee	Willing to furnish performance Guarantee as mentioned in the Tender Document?	
11	Technical Compliance	Whether the scan area is minimum 645 x 915 mm?	
		Whether the Optical Resolution is Minimum 400 dpi?	
		Whether the scan resolution is minimum 400 dpi?	
		Whether the cradle is adjustable up to 25 cm SPINE AREA of the BOOK?	
		Whether the color depth is 36/12bit and scan output is 24 / 8 bit?	
		Whether the PDF, PDF/A , JPEG and tiff formats of output are supported?	
		Whether the camera has a resolution of minimum 71 Mega pixels Dual Camera with CMOS Sensor?	
		Whether the light source of UV/IR free and as per LED class 1?	
		Whether the interface speed is USB 3.0?	
		Whether the book cradle is integrated and motorized also?	
		Whether the Glass plate is included with Scanner?	
		Whether the glass plate is motorized glass plate with self-opening features?	
		Whether four free foot switch/switches is provided with the scanner?	
		Whether the glass plate has adjustable pressure sensitivity.	

Signatures of the Authorised Signatory
Seal of Firm or Company

Annexure 3
Financial Bid Details

Costs for Supply, Installation of Goods:

S.N.	Item Description	Qty	No of Units	Unit Rate (INR)	Total Unit Cost	Total Cost including all taxes (4)x(7) (INR)
1	2	3	4	5	7	8
A	NAME OF THE BOOK SCANNER WITH MAKE MODEL WITH THREE YEARS COMPREHENSIVE WARRANTY, TRAINING & INSTALLATION BY OEM. RATES SHOULD BE QUOTED AS PER DETAILS PROVIDED AT 3.1 (ii) of the TENDOR DOCUMENT	2				
b	LESS/DEDUCTION OF COST OF OLD SCANNER BUY BACK.					
C	TAXES ETC., IF ANY					
	Total Cost for Supply, Installation and Commissioning of above items					

Signatures of the Authorised Signatory
Seal of Firm or Company