

**BIHAR AGRICULTURAL UNIVERSITY**  
**SABOUR-813210, (BHAGALPUR), BIHAR**

**Tender Notice No. 26**

Sealed tenders/quotations are invited through registered / speed post / courier services, from Reputed / Registered, Supplier / Dealers / Firms / Company / Enterprises for the supply of “**A3 SIZE DOCUMENT SCANNER WITH ACCESSORIES** for the University Library, BAU, Sabour”. Sealed envelope containing full information along with supporting documents, must reach in the office of the undersigned on or before **28/05/2018 upto 4.00 P.M.** and the same will be opened on **29/05/2018 at 3.00 P.M.** Details are available on [www.bausabour.ac.in](http://www.bausabour.ac.in)

**O/I Central Store (H.Q.)**

# BIHAR AGRICULTURAL UNIVERSITY

SABOUR, BHAGALPUR – 813 210 (BIHAR)

[www.bausabour.ac.in](http://www.bausabour.ac.in)



## TENDER DOCUMENT FOR

“Supply of A3 SIZE DOCUMENT SCANNER WITH ACCESSORIES for the smooth functioning of the University Library, BAU Sabour”.

O.O. No. 26/CS(HQ)/BAU, Sabour,

Dated: 03/05/2018.

**BIHAR AGRICULTURAL UNIVERSITY**  
**SABOUR (BHAGALPUR)**  
**PIN: 813 210(BIHAR)**  
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O.O. No.26/CS (HQ)/BAU, Sabour

Dated: 03/05/2018

**NOTICE INVITING TENDER/QUOTATION**

Sealed tenders/quotations are invited in 2- Bid Systems (Technical Bid & Financial Bid) from Manufacturer/Authorized Distributors or Dealers for the supply of **“Supply of A3 SIZE DOCUMENT SCANNER WITH ACCEESORIES for the University Library, BAU Sabour”**.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. BAU, Sabour reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

**Terms and Conditions:**

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked “Technical bid” and “Financial bid” as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **“Supply of A3 SIZE DOCUMENT SCANNER WITH ACCEESORIES for the University Library, BAU Sabour”**.
2. The bidder must submit the OEM or their Authorized Distributor Certificate on their letterhead in the name of tenderer duly mentioned tender reference number along with the technical bid. If not found with technical bid the tender will be summarily rejected.
3. The Vendors have executed same nature of work in the last 3 years. The details of such institutions and work order with name of equipments may also be enclosed with the bids.
4. The technical and financial bids should be submitted in original. The financial bid should include the cost of main equipments/items and its accessories. If there is any separate cost for installation etc. that should be quoted separately.

5. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: **O.O. No.26/CS (HQ)/BAU, Sabour, Dated: 03/05/2018.**

6. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credential and past performance. All pages should be self attested with Co. Seal.

7. The rates should be quoted in figures (typed or printed) and cutting will not be accepted. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialled, failing which the bids are liable to be rejected.

8. Any bids received after **4:00 P.M. on 28/05/2018** shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through courier, speed post or registered post only.

The postal address for submitting the tenders is:

**Officer-In-Charge,  
Central Store (HQ)  
Bihar Agricultural University  
Sabour, Bhagalpur (Bihar), Pin-813210**

9. The Technical Bids will be opened on **29/05/2018 at 3.00 P.M.** in the presence of representative of the firm duly authorized. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is declared Government Holiday, the date shall automatically be shifted to next working day.

10. While quoting rates, the firm shall give an undertaking to the effect that “the terms/conditions mentioned in the Enquiry Letter/Tender Notice against which the rates are being quoted are acceptable to the firm”. In case the firms do not give this undertaking, their rates will not be considered.

11. The quantity shown against the item is approximate and may vary as per demand of the University at the time of placing order.

12. All disputes shall be subject to Bhagalpur Jurisdiction only.

13. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.

14. BAU, Sabour reserves the right to cancel the tender at any point of time without assigning any reason.

**Note:** Price bids of only those bidders will be opened whose technical bids are found suitable by the committee constituted for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated to the technically qualified bidders. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

**16. Tender Cost & Earnest Money Deposit (EMD)/Security Deposit:**

Bidder needs to submit the non-refundable Tender Fee of **Rs. 500/- (five hundred Only)** in the form of a DD (Demand Draft) and **EMD of Rs. 10,000=00 as mentioned** issued in favour of **Comptroller, Bihar Agricultural University, Sabour, Payable at Sabour**, from any Nationalized Bank, must be enclosed in the envelope containing the financial bid. None submission of EMD will lead to rejection of the tender. All the bidders are required to enclose self-addressed **Rs. 35.00** stamped envelope.

17. The bidders shall keep their bid valid for minimum 90 days from the date of opening of the financial bid.

18. Manual and documentation: All the manuals necessary for operating and servicing the equipment (including details of electronic circuits) will have to be provided along with the instrument.

19. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

20. Selected bidder will have to deposit 10% as the security deposit in the form of PBG (Performance Bank Guarantee) valid till the guarantee period/ defect liability period.

21. Guarantee/warranty period for 3(three) years.

22. Supply should be made within 3 (three) weeks from the receipt of the work order/supply order.

Sd./-

**Officer-In-Charge,  
Central Store (HQ)  
Bihar Agricultural University,  
Sabour, Bhagalpur- 813 210**

## Annexure I

### “Supply of A3 SIZE DOCUMENT SCANNER WITH ACCEESORIES for the University Library, BAU Sabour “

Sl. No.	Items	Specifications	Qty	EMD
1	<b>A3 SIZE DOCUMENT SCANNER</b>	<p><b>A3 Size Document Scanner:</b> Throughput Speeds (landscape, letter/A3/A4 size, black and white/ grayscale/ color) 110 ppm/220 ipm at 200 dpi and 300 dpi, Scanning Technology Dual CCD; Grayscale output bit depth is 256 levels (8-bit); color capture bit depth is 48 bits (16 x 3); color output bit depth is 24 bits (8 x 3), Recommended Daily Volume Up to 30,000 pages per day, Illumination Dual LED, Operator Control Panel Graphical LCD display with four operator control buttons, Optical Resolution 600 dpi, Output Resolution 100 / 150 / 200 / 240 / 300 / 400 / 500 / 600 / 1200 dpi, Max. / Min. Document Width Auto-feed: 305 mm (12 in.) / 63.5 mm (2.5 in.) Hand-feed: 305 mm (12 in.) / 50 mm (2 in.), Max. / Min. Document Length Auto-feed: 863.6 mm (34 in.) / 63.5 mm (2.5 in.) Hand-feed: 863.6 mm (34 in.) / 50 mm (2 in.) (rear exit only) Long document mode: 4.1 meters (160 in.) maximum length (The scanners support continuous scanning mode), Paper Thickness and Weight 34-413 g/m2 (9-110 lb.) paper, Feeder/Elevator Up to 300 sheets of 80 g/m2 (20 lb.) paper, Paper Path Options Documents can exit into the front output tray, or at the rear of the scanner if the straight-through paper path option is manually selected. Document Sensing Ultrasonic multi-feed detection; Intelligent Document Protection, Connectivity USB 2.0; USB 3.0 compatible, File Format Outputs Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF Warranty minimum 3 year Environmental Factors Energy Star qualified scanners Operating temperature: 15-35°C (59-95°F) Operating humidity: 15% to 80% RH Software Support ISIS, TWAIN, SANE, WIA</p>	1	Rs. 10,000=00
2	<b>Desktop Computer</b>	<p><b>Desktop Computer:</b> Supply and installing Intel core I7 -6700 8GB DDR 4(2X4GB) 1TB @7200 RPM Win 10 pro DVD Rw wired KB + Mouse AMD Radeon R5340X, 2 GB 19.5" display with latest edition of Office and Antivirus for 3 years.</p>	1	
3	<b>Portable Printer Duplex</b>	<p><b>Portable Printer Duplex:</b> print speed up to 15ppm, Resolution 1200dpi, Processor 234MHZ, Memory 2MB, Duty cycle 5000per month, 150sheet input Tray, Interface HI-Speed USB 2 Port</p>	1	
4	<b>Online UPS</b>	<p><b>Online UPS:</b> PC UPS 3KVA Nominal input voltage 230V, Input voltage range (100% load), Efficiency at rated load &gt; 93% Output voltage for scanner , computer &amp; Printer regulation ± 1% static Waveform Sinewave a) SMF Battery 65AH*4nos for 15 Min Backup b) Open Rack &amp; link</p>	1	

## **TENDER FORM**

To,

1. The Comptroller  
Bihar Agricultural University  
Sabour, Bhagalpur (Bihar), Pin-813 210
2. Officer-In-Charge  
Central Store (HQ)  
Bihar Agricultural University  
Sabour, Bhagalpur (Bihar), Pin-813 210

**Subject: Tender Enquiry No. 26/CS(HQ)/BAU, Sabour, Dated: 23/03/2018.**

**Sir,**

I have gone through the terms and conditions laid down in the tender documents and accept the same.

I am hereby submitting the technical bid and enclosing the documents as per details given below:

### **CHECK LIST**

*S.No.*

*Name of documents*

1. Cost of Tender documents (It downloaded the tender ..... (Document) from University website within NIT schedule)

(DD No/Pay Order \_\_\_\_\_ date \_\_\_\_\_ Issuing Bank \_\_\_\_\_  
\_\_\_\_\_ for Rs. 500.00 (Enclosed along with the technical bid).

2. Details of EMD-TDR/FDR No. \_\_\_\_\_ date of issue \_\_\_\_\_

Name & address of Bank issuing DR/FDR \_\_\_\_\_ amounting to Rs \_\_\_\_\_ This EMD is being Encl (along with the technical bid).

3. List of procurement agencies of repute to whom the tendered \_\_\_\_\_ products have been supplied during last twelve month with proof i.e. work order/supply order.

4. Authorized dealership/agency/distributor certificate issued by original manufacturer of the equipment/item for preceding two years to show financial status of the tenderer.

5. Self attested copies of GST registration \_\_\_\_\_

6. Self attested copies to PAN (Permanent Account Number) \_\_\_\_\_

7. Self attested Registration certificate of the firm

8. Self attested Audited balance sheet of the firm of the last three years

9. Self attested Income tax return copy of the last three years

10. Self attested Experience certificate of the last three years.
11. Enclosure of detail technical specification and other required documents
12. Tender Documents duly signed on all pages \_\_\_\_\_
13. Warranty 3years from the date of installation document. (must enclosed)

Certified that each and every page of the tender documents are serially numbered and signed by me.

Yours faithfully,

**Nature and Name of the authorized Signatory with seal**

**Designation**

**Name of the company (Tenderer)**

BAU SABOUR



## **DETAILS ABOUT TENDERER**

### **(General & Financial)**

1. (a) Name of the Tenderer: .....
- (b) Status of the Tenderer: .....
- (i) Manufacturer/Importer: .....
- (ii) Proprietorship: .....
2. Partnership/Company  
Full Postal Address .....
- .....
- .....
- .....
- .....
3. Telephone No.: .....
4. Mobile No.: .....
5. Fax No.: .....
6. E-mail Address: .....
7. Name of the persons who are responsible for conduct of business
  
8. (a) Names of procurement agencies with whom: .....the tenderer  
is registered.
- (b) Names of procurement agencies to whom: .....
- Items have been supplied during last 12 months:.....
- (Copies of supply order not to be enclosed)

**DETAILS ON FINANCIAL ASPECTS**

9. Furnish the following information with documents:-

(i) Income Tax PAN: .....

(ii) GST Registration: .....

10. Name and address of the Billing Agency/Distributor/Dealer, if any

BAU SABOUR

### **FORMAT OF PRICE BIDS**

S.N.	Tender items Sl. No.	Name of the items & Brand	MRP	Offered Rate per unit/each	Tax	Total Rate offered with tax (e + f)

**Please Note: -**

- 1. Price bids should be typed in the prescribed format only. Photo copy/Xerox Copy/Duplicate Copy would not be accepted in any condition.**
- 2. Authorized dealership/agency/distributor certificate issued by original manufacturer of the equipment/item should be enclosed**
- 3. Rate of CMC/AMC should be quoted by the vender in a separate format (if applicable) after two years.**

**DECLARATION**

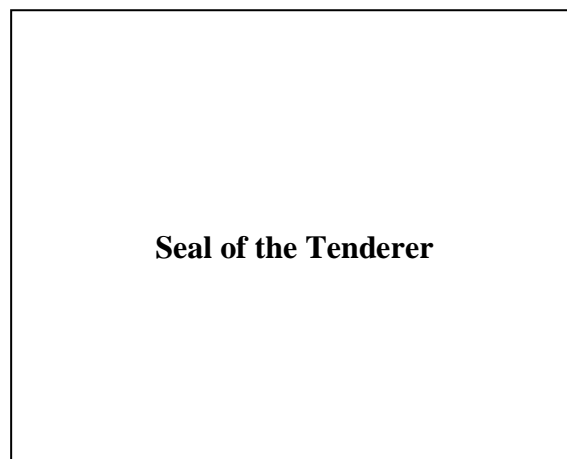
I \_\_\_\_\_ Prop/Partner/Director of  
M/s \_\_\_\_\_ hereby declare that the information given in this  
Tender is true and correct to the best of my knowledge and belief.

**Signature and Name of the  
Authorized Signatory**

**Designation**

**Date**

**Place**



**WARNING: Subsequently, if information furnished in this tender found incorrect, tenderer is liable to be penalized and the Blacklisting.**

## **SPECIAL TERMS AND CONDITIONS FOR TENDERERS**

The following terms and conditions should be complied with during submitting tender:-

1. Sealed Quotation/Tenders are invited in two bid systems.
2. Tenders should be submitted to the O/I Central Store, Bihar Agricultural University, Sabour, Bhagalpur, Bihar, Pin- 813 210 under the sealed envelopes.
3. The tenderer should quote typed rates in figures as well as in words. The tender should be signed by the tenderer himself/themselves or their authorized agent on his/her/their behalf. In case the tender is signed by the agent the authority letter in favour shall be enclosed with tender documents.
4. The tenderers should take care that the rate and amount are written in such a way that interpolation is not possible. No blank space should be left, which would otherwise make the tender liable for rejection.
5. Delivery schedule with definite date of delivery at destination (BAU, Sabour) taking into cognizance of transit facility must be indicated. This contractual delivery date/ period should be inclusive of all the lead time.
6. The tenderer submitting his tender would be deemed to be considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
7. The quantity shown in the schedule may increased or decreased depending upon the actual requirement.
8. This University reserves the right to cancel/ reject in or any part of the tender, which generally do not fulfill the condition stipulated in the tender without assigning any reason.
9. Any action on the part of tenderer to influence anybody of the University will make his/ their tender liable for rejection.
10. The tenderers shall submit the offer in original copy of the tender documents duly signed on each page. Item wise rate indicating units can be offered on letter head of the firm, in case, space printed on financial form is not sufficient.
11. In case of placement of purchase order, the vendor (the tenderer whose tender is accepted) may comment on the purchase order within 10 days from the date of dispatch of purchase order otherwise it will be deemed that offer is acceptable to the vendor. Notwithstanding any other provision, the terms and conditions and any other provision included, in the purchase order will be treated as binding with "Errors & Omissions Expected". However, if the vendor notices of the order, he must bring the same in to the notice of tender/ quotation and seek clarifications within the above stipulated time. Vendor will have to bear the responsibility for failure to take this action.
12. In University may in writing make any revision or change in the purchase order, including additions or deletions from the quantities originally ordered or in the specifications or drawing. If any such revisions/ changes affect the price or delivery, the same shall be subject to the adjustment of price/ delivery, wherever required on a reasonable basis by mutual agreement in writing which should be communicated.

13. The University reserves the right to cancel the purchase order or any part thereof shall be entitled to revise the contract wholly or in a part by written notice the vendor if:-
  - (a) The vendor fails to comply with the terms and conditions of the purchase order including specifications and other technical requirement.
  - (b) The vendor becomes bankrupt or goes into liquidation.
  - (c) The vendor fails to deliver the goods in time and or does not replace the rejected goods promptly.
  - (d) A receiver is appointed for any of the property owned by the vendor.
14. Upon the receipt of the said cancellation notice, the University shall discontinue all works of the purchase order and matters connected with it.
15. Supply order will be issued as per the requirement of the University. The supplier will have to supply ordered materials within the delivery time mentioned in the supply order.
16. Unless otherwise specified in the order, the order price shall remain firm and will not be subject to escalation of any description during the dependency of the order, notwithstanding the change in the cost of material and components he/they may take clearance while the order is under execution even if the execution of the order for any reason whatsoever.
17. The offer of the tenderers shall remain valid for a period of 90 days from the date of opening of bid.
18. The University may its option, reject such defective materials at the vendor's expense in which event the vendor shall, without any cost to the University and as promptly as possible, remove such materials and furnish and install proper and acceptable material.
19. In the event of delay delivery and/or unsatisfactory manufacturing progress and supply, the University has the right to cancel the purchase order as whole or in part without liability for cancellation charges.
20. Timely delivery as mentioned in purchase order shall be in the essence of the order and no variation shall be permitted except with prior authorization in writing from the University.
21. In the event of delay in making delivery on the part of the vendor, it will be at University discretion to receive delivery with a reduction in price of the article/or equipment.
22. Forced measure shall mean and be limited to the following: -
  - (a) Any war/hostilities
  - (b) Any riot or civil communication
  - (c) Any earthquake, flood, tempest, lighting or other natural physical disaster.
  - (d) Any strike or lock up (Only those exceeding ten continuous days duration) affecting the performance of the vendor's obligation.

The seller shall advise the University by Registered Letter duly certified by local chamber of commerce of statutory authorities the beginning and end of the above caused of delay within 7 days of occurrence and cessation of such forced measure concern. In the event of delay lasting over one month, if arising our caused of force measure, the University reserves the right to cancel the order.
23. No payment shall be made for rejected materials not the tenderer would be entitled to claim for such items.

24. Rejected materials would be removed by the tenderer from the site within two weeks or the date of rejection at their own cost. In case they are not removed they will be auctioned at the risk and responsibility of the suppliers without any further notice.
25. In case of not honoring the supply order, the University will have the right to impose penalty as deemed fit and to resort to make purchase at the suppliers cost and risk and his security deposit may be forfeited in favour of the University cost and risk.
26. Rte should be qualified as basic rate plus tax applied.
27. In the case of non-supply order stores within stipulated time, it will be at the discretion of the University to accept delivery with late delivery clause @ 1% per week maximum to the extent of 10 % of the ordered value for delayed supply.
28. Tenderer hereby agree to all terms and conditions stipulated in tender and undertakes to sign the rate contract or supply order within the given days from the date of order failing which security shall be liable to be forfeited.
29. Disputes, if any, arising between the University and the bidder out of or in connection with the terms and conditions contained herein shall be referred for arbitration to the Bhagalpur jurisdiction. Disputes shall be decided keeping in view of the terms and conditions of the tender and Bihar financial rules applicable to the University.
30. Warranty 3 years from the date of installation will be provided unless until specified.
31. PBG-The vendor shall furnish unconditional Performance Bank Guarantee issued by the nationalized bank in the shape of TDR/FDR in favour of Comptroller, BAU, Sabour @10% of the order value valid for 3years and 2 months from the date of installation & commissioning.