

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Indian Council of Medical Research

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
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No. NCDIR/ICMR/2/2017(Pt-I)/2/

13-02-2017

NOTICE INVITING SEALED QUOTATION

Please quote your lowest rate of the following articles. The quotations are required in two bid systems i.e Technical Bid (Technical details along with commercial terms and conditions) and Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. Quotation must reach this office on or before 28th February 2017 at the latest.

Sealed quotations are invited for following articles:

Sl.	Description	Qty.
1.	<u>Scanner - Heavy Duty</u> Color scanning – Yes, Scanner type - Flatbed, ADF, Scan resolution, optical - Up to 1200 dpi, Automatic document feeder capacity - Standard Paper sizes supported: A4, A5, legal, letter, Scan size (ADF), maximum - 8.5" x 14", Scan file format - PDF, TIFF, JPG, BMP, PNG, Duplex sheet-fed scanning - Yes, duplex sheet-fed, Connectivity, standard - 1 Hi-Speed USB 2.0, Network/Ethernet, Compatible Operating System - Windows 7, 8,10, MAC OS, Linux, Warranty - 3/3/3 comprehensive warranty from OEM.	3 Nos.
2.	<u>Scanner-Basic</u> Color scanning – Yes, Scanner type – Flatbed, Scan resolution, optical - Up to 600 dpi, Scan size , maximum - 8.5" x 14", Scan file format - PDF, TIFF, JPG, BMP, PNG, Connectivity, standard - 1 Hi-Speed USB 2.0, Compatible Operating System - Windows 7, 8,10, MAC OS, Linux, Warranty - 3/3/3 comprehensive warranty from OEM.	1 No.

Important Note:

- Quotation should be submitted separately for each article. Each quotation should have two covers i. e Technical Bid and Financial Bid
- Please quote on the top of the envelope “Quotation for
- Also submit the company’s price list and manufacturing certificate, if available
- Authorized dealership certificate required from the manufacturer
- Catalogues user list etc. of the items is also to be submitted
- It is also to certify that the spare parts are available for next 10 years.
- Only sealed quotation will be accepted
- All correspondence should be addressed to Director.
- Other terms and condition can be seen overleaf
- The offers are liable to be rejected if the suppliers fail to comply with the conditions.
- The Bidder should enclose the product catalogue supporting the above specifications.

DIRECTOR
NCDIR (ICMR), BENGALURU

TERMS & CONDITIONS

I. General terms and conditions

1. The quotation should be submitted in sealed cover and so as to reach this office on or before 28th February 2017 by speed post/registered post/courier and addressed to The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR, Complex (II Floor), Poojanahalli Off. N.H.- 7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru – 562 110. Please mention the enquiry number and due date on the left hand side top corner of the envelope.
2. The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
3. Unsealed quotation will be rejected.
4. Quotations must be in the enclosed prescribed Proforma and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
5. Rates must be quoted as per the format specified. Taxes extra if any must be written separately
6. The rates must be quoted in figures as well as in words.
7. In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
8. Becoming lowest one will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. Lowest one will be decided for the overall value of quotation and not items wise.
9. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
10. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
11. The supplier may be asked to submit a sample of the product, which will be evaluated by a technical evaluation committee. Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee
12. The expenditure incurred for demonstrating the items will be borne by the supplier.
13. Certificates: Warranty / Guarantee Certificate: bidder should furnish three years warranty / guarantee and free service from the date of installation.
14. The bidder may be asked to give a representative sample of the items described in technical specification.

15. The Intending supplier, in case of Prime Equipment Manufacturers shall submit a self declaration on their letter-head, along with the tender documents, confirming that they are regular in manufacturing, supplying, installing, testing and commissioning of the similar equipment from last 2 years.
16. Any optional Accessories / Tooling, besides the standard equipment recommended for the better performance and safety of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the quotation. Warranty period, if applicable, should be specified for these.
17. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
18. While submitting the quotation, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the quotation is liable to be rejected. If any bidder stipulates any condition of his own, such conditional quotation is liable to be rejected.
19. The Committee constituted by the Director, NCDIR shall have the right to verify the particular furnished by supplier independently. Those technically qualified will only be considered for price evaluation. Price should not be quoted with technical cover; otherwise the quotation will be rejected without any correspondence. Decision of the Director, NCDIR, Bengaluru on the eligibility for qualifying technical specification shall be final and no representation shall be considered in this regard.
20. Supplier shall take into account all costs including installation, testing and commissioning etc. for giving delivery of material at site i.e. NCDIR, Bengaluru before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
21. The supply should be delivered at our premises free of transport charges in the address given below and the bidder shall be responsible for dues damage during the transit of goods.
22. The material shall be inspected on receipt at site i.e. NCDIR, Bengaluru and suppliers shall be responsible for any damage during the transit of goods.
23. All the communication with respect to the quotation shall be addressed to:

The Director,
National Centre for Disease Informatics and Research (ICMR)
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli
Off N.H. -7, Adjacent to Trumpet Flyover of BIAL
Kannamangala Post, Bengaluru – 562 110

24. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bengaluru Court only.
25. On receipt of the approval from ICMR Hqrs. New Delhi, the purchase order will be issued to the successful supplier i.e. L1 (lowest one) by the Director, NCDIR, Bengaluru.

We confirm with our acceptance to the instructions from S.No.1 to 25 above.

Date:

Name, Signature and Seal

II. Eligibility Criteria: The agency must fulfill the following eligibility conditions.

1. Machine Manufacturers or their Authorized Agents or any Authorized Supplier is eligible to apply.
2. The agency should not have been blacklisted by any State Government /Central Government and/or any Central PSU.

III. Mode of submission

1. Quotation should be addressed to the Director, NCDIR, Bengaluru.
2. Quotation should be submitted in the following two separate covers (for each article).
 - i) Technical Bid
 - ii) Financial Bid
3. Quotation can be submitted in person or by post on or before 28th February 2017 before 5 PM.
4. NCDIR, Bengaluru will not be responsible for any delay or loss of document in transit due to any reason.

IV. Release of Purchase Order

1. Purchase orders will be released partially to the L1 (Lowest one) Bidder for each article.
2. It is not binding on the part of the Director, NCDIR, Bengaluru to accept the lowest or any other quotation and the Director reserves the right to reject or accept any quotation fully or partly.
3. The Director, NCDIR, Bengaluru reserves the right to accept and place the supply orders to the successful agency.
4. The Director, NCDIR, Bengaluru also reserves the right to relax or waive any of the condition and reject the quotation if any one of the conditions enumerated above, is violated or the quotation gives any counter condition.

V. Warranty

The equipment supplied shall be guaranteed against all types of defects during the warranty period from the date of handing over of the equipment to NCDIR after successful completion of acceptance testing. Any defects in the system/subassemblies found within the guarantee period shall be rectified / replaced by the OEM free of cost. During this period, servicing at bimonthly interval or earlier, as prescribed by the manufacturer and as mutually agreed to, shall be carried out free of cost. OEM shall also indicate the service facility they can offer at the place of installation and the telephone number and address of their service center.

The equipment offered is guaranteed against manufacturing defects for a period of minimum 3 years from the date of commissioning. After warranty period firm should quote price for 2 years of comprehensive AMC contract. This should be quoted separately.

VI. Payment:

The payment will be made after delivery through NEFT by NCDIR to the bank account as mentioned in the Supplier's details. The Bidder shall submit the documents which shall clearly indicate that the Proper installation & successful of equipment is done and said document shall be duly acknowledged by the concerned Authority.

VII. Disputes:

In the event of any dispute or disagreement arising between the contractors and NCDIR, Bengaluru with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, NCDIR, Bengaluru, whose decision will be final and binding upon the contractor.

VII. Disputes:

In the event of any dispute or disagreement arising between the contractors and NCDIR, Bengaluru with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, NCDIR, Bengaluru, whose decision will be final and binding upon the contractor.

VIII. Service Facility:

In order to ensure proper and timely after sales service, contact details with addresses of service centre nearest to NCDIR, Bengaluru shall be provided along with the bid.

IX. Excise Duty:

- a) The offer should contain the Basic Price and percentage of Excise Duty should be shown separately, since NCDIR, Bengaluru is exempted from payment of Excise duty vide Govt. Notification No. 10 / 97-Central Excise dated 1st March, 1997.
- b) NCDIR, Bengaluru is exempted from payment of Custom Duty vide Govt. Notification No.51 / 96- Customs dated 23rd July, 1996. Since the suppliers are requested to quote only on for basic price, custom duty will not be applicable for the suppliers.
- c) The rates of Sales Tax, G.S.T, C.S.T and Excise Duty must be clearly indicated. Whenever chargeable S.T/ G. S. T / C. S. T numbers must be indicated. It will be deemed that no Taxes are payable by us if such items are not indicated.

Technical Bid – Part A**Technical Specification for Supply and Installation of Scanner – Heavy Duty (3 Nos.)**

Sl No.	Specification	Parameters	Compliance Yes/No	If No, Specify Requirements
<u>Scanner – Heavy Duty</u>				
1.	Color scanning	Yes		
2.	Scanner type	Flatbed, ADF		
3.	Scan resolution, optical	Up to 1200 dpi		
4.	Automatic document feeder capacity	Standard Paper sizes supported: A4, A5, legal, letter		
5.	Scan size (ADF), maximum	8.5" x 14"		
6.	Scan file format	PDF, TIFF, JPG, BMP, PNG		
7.	Duplex sheet-fed scanning	Yes, duplex sheet-fed		
8.	Connectivity, standard	1 Hi-Speed USB 2.0, Network/Ethernet		
9.	Compatible Operating System	Windows 7, 8,10, MAC OS, Linux		
10.	Warranty	3/3/3 comprehensive warranty from OEM		
<u>Optional</u>				
11.	Comprehensive AMC for 2 Years			

Important: The Bidder should enclose the product catalogue supporting the above specifications.

Note: 3 years onsite warranty from OEM will be applicable from the date of successful installation and should be updated in OEM website

Date:

Name, Signature and Seal of Bidder

Technical Bid – Part B

Technical Specification for Supply and Installation of Scanner – Basic (1 No)

Sl. No	Specification	Parameters	Compliance Yes/No	If No, Specify Requirements
<u>Scanner – Basic</u>				
1.	Color scanning	Yes		
2.	Scanner type	Flatbed		
3.	Scan resolution, optical	Up to 600 dpi		
4.	Scan size , maximum	8.5" x 14"		
5.	Scan file format	PDF, TIFF, JPG, BMP, PNG		
6.	Connectivity, standard	1 Hi-Speed USB 2.0		
7.	Compatible Operating System	Windows 7, 8,10, MAC OS, Linux		
8.	Warranty	3/3/3 comprehensive warranty from OEM		
<u>Optional</u>				
9.	Comprehensive AMC for 2 Years			

Important: The Bidder should enclose the product catalogue supporting the above specifications.

Note: 3 years onsite warranty from OEM will be applicable from the date of successful installation and should be updated in OEM website.

Date:

Name, Signature and Seal of Bidder

Financial Bid – Part A**Financial Bid for Scanner - Heavy Duty**

Sl. No.	Item description	Brand	Unit Cost	Qty.	Taxes / VAT	Total
<u>Scanner - Heavy Duty</u>						
1	Color scanning – Yes, Scanner type - Flatbed, ADF, Scan resolution, optical - Up to 1200 dpi, Automatic document feeder capacity - Standard Paper sizes supported: A4, A5, legal, letter, Scan size (ADF), maximum - 8.5" x 14", Scan file format - PDF, TIFF, JPG, BMP, PNG, Duplex sheet-fed scanning - Yes, duplex sheet-fed, Connectivity, standard - 1 Hi-Speed USB 2.0, Network/Ethernet, Compatible Operating System - Windows 7, 8,10, MAC OS, Linux, Warranty - 3/3/3 comprehensive warranty from OEM.			3 Nos.		
<u>Optional</u>						
2	Comprehensive AMC Charges for 2 years			3 Nos.		
Total						

The above amount mentioned is inclusive of all taxes and other charges

Date:

Name, Signature and Seal of Bidder

Financial Bid – Part B

Financial Bid for Scanner-Basic

Sl. No.	Item description	Brand	Unit Cost	Qty.	Taxes / VAT	Total
1.	<u>Scanner-Basic</u> Color scanning – Yes, Scanner type – Flatbed, Scan resolution, optical - Up to 600 dpi, Scan size , maximum - 8.5" x 14", Scan file format - PDF, TIFF, JPG, BMP, PNG, Connectivity, standard - 1 Hi-Speed USB 2.0, Compatible Operating System - Windows 7, 8,10, MAC OS, Linux, Warranty - 3/3/3 comprehensive warranty from OEM.			1 Nos.		
<u>Optional</u>						
2.	Comprehensive AMC Charges for 2 years			1 Nos.		
Total						

The above amount mentioned is inclusive of all taxes and other charges

Date:

Name, Signature and Seal of Bidder

Supplier's Details

Date:

To
 The Director,
 National Centre for Disease Informatics and Research (ICMR)
 Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli
 Off N.H. -7, Adjacent to Trumpet Flyover of BIAL
 Kannamangala Post, Bengaluru – 562 110

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on NCDIR through Cheques or Internet based online E-Payments system at the sole discretion of NCDIR. Our Bank account details for the said purpose are as under:

A. Vendor Details:	
1.Name (As per the Bank Records)	
2.Address	
3.PAN No.	
4.TIN No.	
5.CST No.	
6.LST No.	
7.CIN No.	
8.E-mail ID	
9.Mobile Number	
<u>B. Particulars of Bank Account:</u>	
1. Bank Name	
2. Branch Name/Branch Code	
3. Branch Address	
4. 9 Digit MICR No. of Bank and Branch(As appearing on the cheque)	
5. Account Type (Savings/Cash credit/Current)	
6.Account Number (as appearing on the cheque book)	
7.IFSC Code of the Branch(For RTGS)	
8.IFSC Code of the Branch(For NEFT)	

***(please attach a blank copy of a cancelled cheque/photocopy of a cancelled cheque issued by your Bank relating to the above account number for verifying the accuracy of the 9 digit MICR code number.

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :
Phone No:

Signature/Seal of Firm

Certified that the particulars furnished above are correct as per our records

Date :
Phone No:

Company's Authorized Signatory

Encl: Photocopy of cheque duly cancelled and copy of Indian PAN Card

[Note: Above details should be duly signed and submitted on the letterhead]

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the quotation is true and the quotation is liable to rejection if the same is found to be false or the information is found to have been suppressed by me. Further, we agree to provide minimum one year free service from the date of Supply and Installation of Heavy Duty Scanners and Basic Scanners.

Place:

Date:

(Signature with full name & Seal)

Mob:

(Note:

- i. *Strike out whichever is not applicable*
- ii. *Above details should be duly signed and submitted on the letterhead)*

MANUFACTURERS AUTHORIZATION FORM

Ref No :

Dated:

To,
The Director
National Centre for Disease Informatics & Research
Nirmal Bhawan-ICMR Complex (II Floor)
Poojanahalli Off N.H.-, Adjacent to Trumpet Flyover of BIAL
Kannamangala Post, Bengaluru – 562 110.

Reference:

Dear Sir,

We _____ the Manufacturers of _____
_____ having manufacturing unit at _____
_____ (Address of the factory) do
hereby authorize M/s. _____ (Name and Address of dealer) to
submit a quotation and subsequently negotiate and sign the contract with you against the above
quotation. We hereby extend our full guarantee, warranty and support and also in meeting warranty
obligations by providing necessary spares in time for the goods & services offered by the above dealer
against this quotation, as per standard warranty terms.

Yours faithfully

(Name)
(Name of the manufacturer)

(Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having a power of attorney to bind the manufacturer.)

DECLARATION

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the bidder :

Date:

Place:

(Note: Above details should be duly signed and submitted on the letterhead)_