

No. 19017/26/2016-Genl.  
Government of India  
Ministry of Textiles

Udyog Bhawan, New Delhi  
Dated 13<sup>th</sup> October, 2016

To,

As per list

Subject :- Invitation of Limited Tender for purchase of Scanners by the Ministry of Textiles.

Sir,

This Ministry requires different types of scanners for official use. Detailed specifications of the Scanners are as under :-

S.N.	Types of Scanner	Specifications	No. of scanners to be purchased
1.	Heavy Duty Scanner	(i) Up to 50 ppm/100ipm (ii) Up to 3000 pages per day, Hi speed USB 2.0 (iii) Up to 600 dpi scanning resolution (iv) Print duplex ADF scanning, 100 sheet ADF, 24 bit colour, ultrasonic double feed detection (v) Maximum scan size up to 216 x 864 mm(legal flatbed)	As per requirement
2	Medium range Scanner	(i) Upto 25 ppm scan to file/5.5 ipm duplex (ii) Flatted scanner with duplex ADF (iii) 50 sheet ADF tray: 4800 dpi resolution (iv) Scan size: up to 8.5 x 14(Legal flatbed) (v) Scan to e.mail/create PDF	21 Nos.
3.	Small range scanner	(i) 48 bit 256 greyscale levels flatbed (ii) Scan size: 216 x 297 mm (iii) Enhanced: up to 19200, Hardware: up to 2400 x 4800 dpi: Optical: Up to 2400 dpi	As per requirement

2.The following are the terms and conditions for the firms for submission of bids:

- (a) The firm should be a reputed firm having its registered office in Delhi.
- (b) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.

- (c) The firm should have a minimum of three years experience in supplying these items to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
- (d) The firm should have a valid PAN number.
- (e) The firm should have minimum annual turnover of Rs. 20 lakh during each of the last three years.
- (f) The firm should be a authorized supplier/reseller of the brand for which bid has been submitted. Authorisation letter in this regard should be enclosed with bid.
- (g) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (h) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (i) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 30,000/- (Rupees thirty thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.

3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for supply of Scanners" addressed to the **Under Secretary(Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach her latest by 03.00 PM on 2<sup>nd</sup> November, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 2<sup>nd</sup> November, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

4. The above particulars are also available on the Ministry of Textiles' website i.e, [texmin.nic.in](http://texmin.nic.in) and [cpp portal of Govt. of India](http://cpp.portal.gov.in).

**Yours faithfully,**

**(Jayashree Sivakumar)**  
**Under Secretary to the Govt. of India**  
**Tel No. 23062256**

Copy to:-

1. NIC Cell, Ministry of Textiles with a request that this may be placed on the Website of the Ministry of Textiles.
2. CPP Portal of Govt. of India

## Annexure-I

### Format of Technical Bid

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax /  
Delhi Value Added Tax (a copy of the  
registration certificate to be attached):
6. PAN No. of the firm (a copy of PAN  
Card to be enclosed): -----
7. Experience in years (Documentary proof  
in support thereof may be attached): -----
8. Annual Turnover during the last three years to be provided with proof:  
2013-14: Rs. -----  
2014-15: Rs.-----  
2015-16: Rs. -----  
(Enclose copies of balance sheet)
9. Details of Bid Security(Earnest Money):  
Demand Draft Amount: -----  
Demand Draft Number: -----  
Demand Draft Date : -----  
Name of Issuing Bank: -----

(Signature of Owner/Proprietor with seal)

## Annexure-II

### Format of Financial Bid

S.N.	Types of Scanner	Specifications	Rates
1.	Heavy Duty Scanner	(i) Up to 50 ppm/100ipm (ii) Up to 3000 pages per day, Hi speed USB 2.0 (iii) Up to 600 dpi scanning resolution (iv) Print duplex ADF scanning, 100 sheet ADF, 24 bit colour, ultrasonic double feed detection (v) Maximum scan size up to 216 x 864 mm(legal flatbed)	
2	Medium range Scanner	(i) Upto 25 ppm scan to file/5.5 ipm duplex (ii) Flatted scanner with duplex ADF (iii) 50 sheet ADF tray: 4800 dpi resolution (iv) Scan size: up to 8.5 x 14(Legal flatbed) (v) Scan to e.mail/create PDF	
3.	Small range scanner	(i) 48 bit 256 greyscale levels flatbed (ii) Scan size: 216 x 297 mm (iii) Enhanced: up to 19200, Hardware: up to 2400 x 4800 dpi: Optical: Up to 2400 dpi	

Note: 1. The rates quoted should be exclusive of VAT.

(Signature of Owner/Proprietor with seal)

