

UTTARAKHAND OPEN UNIVERSITY

Behind Transport Nagar, Teenpani, Bypass
Haldwani(Nainital)263139 Uttarakhand



Tender Form for Supply of OMR Scanner

Last Date for Submission of Tender	20-11-2017*	upto 5:00 p.m.
Date and Time of Opening of Technical Bids	22-11-2017*	12:00 p.m.
Date and Time of Opening of Financial Bids	22-11-2017*	02:00 p.m.
Place of Opening of Bids	Uttarakhand Open University, P.O. - Industrial Area, Teenpani, Bypass, Haldwani-263139	
Address for Communication	The Registrar, Uttarakhand Open University, P.O. - Industrial Area, Teenpani, Bypass, Haldwani-263139	

* In Case there is a holiday on the specified dates, these will automatically shift to the next working day but the time-slot shall remain unchanged.



UTTARAKHAND OPEN UNIVERSITY
**University Road, Behind Transport Nagar (Teenpani bypass),
Haldwani, Nainital, Uttarakhand**

TERMS AND CONDITIONS FOR TENDER OF OMR SCANNER

The Terms & Conditions for Tender of OMR Scanner are as follows:

1. Interested eligible tenderers may obtain the Tender form, from the office of the Registrar, Uttarakhand Open University, University Road, Behind Transport Nagar (Teenpani bypass), Haldwani, Nainital, Uttarakhand between **10.00 a.m to 5.00 p.m on all working days** by paying a (non-refundable) fee of Rs. 1000/- by way of a Demand Draft in favour of Uttarakhand Open University, Haldwani . The tender document can also be downloaded from university website www.uou.ac.in but a non refundable amount of Rs.1000/- is to be paid by way of Demand Draft at the time of submission of the Bid document. The fees where applicable, may be paid by way of a Demand Draft in favour of Uttarakhand Open University, Haldwani.
2. Tender complete in all respects, in a sealed cover having two different sealed covers inside, i.e. TECHNICAL BID in cover A (**Form-A**) and FINANCIAL BID in Cover B (**Form-B**) must be received by the Registrar, Uttarakhand Open University, Haldwani latest by **5.00 p.m. on 20.11.2017**. All the TECHNICAL BID received within the stipulated time will be opened in the presence of tenderers or their authorized representatives, who may choose to attend the opening of tenders in Uttarakhand Open University, Haldwani at **12.00 noon. on 22.11.2017**. **If less than 03(three) bids are received, no bid shall be opened.**
The FINANCIAL BIDs will be opened after opening of the TECHNICAL BIDs. It will not be opened for those tenderers whose Technical Bid does not fulfill the requirements as laid down.
The decision of the “**Vice Chancellor, UOU**” shall be final and binding with regard to opening of the **TECHNICAL Bid and the FINANCIAL BID**.
3. The rates must be quoted both in words and figures. In case of difference in words and figures of the rates quoted, the rates offered in words shall be considered as binding. The tender must be signed by a person duly authorized to bind the tenderers to the contract. Proof of authorization shall have to be furnished by the tenderer.

4. ELIGIBILITY AND QUALIFICATION REQUIREMENTS OF TENDERERS :

No tender shall be considered valid if:-

- a) Downloaded copy of tender document not accompanied by the demand draft of Rs. 500/-(Non-refundable).
 - b) Not submitted in prescribed tender form and not accompanied with the earnest money of Rs. 15000 (Rupees Fifteen Thousand only) by Bank Draft in favour of, Uttarakhand Open University, payable at Haldwani. The earnest money must accompany the Technical Bid.
 - c) The tender is conditional and inconsistent with the terms and conditions of this document.
 - d) The tenderer submits more than one tender or authorizes the submission of more than one tender on its behalf by one or more authorized person(s)/Company(s).
 - e) Tender is received otherwise than by speed-post/registered post.
 - f) Tender is received after the deadline for submission of bid.
 - g) Bid Document: The tenderer is expected to examine carefully all the instructions, conditions, tender form, specifications etc. given in the tender document. Failure to comply with the requirements of tender submission will be at the risk of tenderer and Uttarakhand Open University shall not be liable for either the postal delays, if any or any damages/claims arising out of the same.
5. Entire process may be cancelled/postponed by the University on its sole discretion at any stage without assigning any reason for the same.

6. EARNEST MONEY DEPOSIT :

Earnest Money Deposit (EMD) amount of Rs. 15,000/- (Rupees Fifteen Thousand only /-) shall be submitted along with bid documents in the form of Demand Draft from any commercial bank drawn in favour Uttarakhand Open University payable at Haldwani.

- (i) Earnest money of the unsuccessful tenderer(s) shall be refunded as early as possible.
- (ii) No interest shall be paid on Earnest Money.
- (iii) Earnest money shall stand forfeited.

a) If the bid is withdrawn by tenderer at any time before the validity period, or

- b) If the successful tenderer fails to execute the contract/Purchase Order/ Work-order within the stipulated period.
7. Award of contract shall be within the sole discretion of University. The University is not bound to award the contract on the basis of bids received. It shall be open to the university not to accept any bid and to abandon the contract without disclosing any reasons. It is also not necessary that the lowest bid shall have to be accepted. The University reserves the right to reject or accept whole or any part of the tender. The interest of the university shall be paramount. No bidder shall have any inherent rights for award of a contract even if the price quoted is the lowest. The decision of the university on the tender/contract shall be final and binding on the tenderer.
 8. The rates once accepted by the university will remain valid for 90 days. No increase or decrease will be considered.
 9. In matters of interpretation of technical specifications, term and conditions of agreement shall apply and decision of the University shall be final and binding upon the bidders.
 10. Income Tax and other taxes shall be deducted from the bills of the parties as per rules.
 11. Period of warranty, conditions of AMC, station from where the service shall be provided, and authorization certificate (of the supplier company regarding sale of product), must be mentioned in the technical bid.
 12. An undertaking on letter-head of the firm regarding the fact that in case of malfunctioning of the machine supplied under this bid, substitute machine(having similar functions) shall be provided within 48 hours and it shall be in use in the University till the existing machine recovers its working condition.

The decision of the Vice-Chancellor, UOU, Haldwani shall be final in case of any dispute regarding the tender.

Registrar



UTTARAKHAND OPEN UNIVERSITY
University Road, Behind Transport Nagar (Teenpani bypass),
Haldwani, Nainital, Uttarakhand

TECHNICAL BID

(FORM-A)

S.N.	Items	Particulars	Encl No.
1.	Particulars of the firm:		
	(i) Name of the firm		
	(ii) Type of firm (Individual/Firm/Society/LLP/Company)		
	(iii) Name of the key person/persons		
	(iv) Phone Nos. of the key person/persons		
	(v) Phone Nos./e-mail ids of the firm/individuals		
	(vi) Location/Address of Office		
	(vii) PAN of firm/Individual		Encl. No. 1
	(viii) TIN of the firm		Encl. No. 2
	(ix) Copy of GST Registration		Encl. No. 3
	(x) Registration/Incorporation Certificate of the firm		Encl. No. 4

2.	<u>Particulars of the Bank a/c of the firm</u>		
	(i)	Name of the Bank	
	(ii)	Address of the Branch	
	(iii)	A/c No.	
	(iv)	Type of a/c	
	(v)	IFS Code	
3.	EMD of Rs. 15,000 /- enclosed in the prescribed Form C		Encl. No. 5
4.	Technical Specifications of the Machine		
			Please Tick(✓) Mark
	(i)	Communication Port : USB 3.0	
	(ii)	Input Capacity : 500 Sheets	
	(iii)	Feeder Speed : Not less than 6500 sheets per Hour	
	(iv)	Read Head : Ink/Pencil, 16 mark Level	
	(v)	Dual Side Reflective Read Head for both Side Scanning	
	(vi)	OMR size : Post card to Legal	
	(vii)	Inbuilt Bar Code Reader (Vertical and Horizontal)	
	(viii)	Evaluation Software	
5.	Copies of the Balance Sheet and Profit and Loss a/c of the firm or CA's certificate of the firm of the last 2 years.		
	(i)	For 2014-15	Encl. No. 9
	(ii)	For 2015-16	Encl. No. 10
6.	Copy of latest Income Tax Return for the years 2014-2015 and 2015-2016 (both the years).		
	(i)	For 2014-15	Encl. No. 11
	(ii)	For 2015-16	Encl. No. 12
7.	Declaration Certificate on a Stamp paper of Rs. 100/- (<i>Performa given in Form D of Tender document</i>).		Encl. No. 13
8.	The certificate on the letter head of the bidder mentioning the following(as per paras 11 & 12 of the bid document.) (i) period of warranty to be provided(in		Encl. No. 14

	years only) (ii) particulars of AMC, to be offered by the bidder (iii) Particulars of the station, from where the service shall be provided. (iv) Undertaking to supply alternative machine in case of sudden breakdown of the machine supplied under this bid.		
9.	Copy of the authorization-letter issued in favour of the bidder by the company which supplies the OMR-Scanner to the bidder.		Encl. No. 15

PLEASE READ THE FOLLOWING MANDATORY INSTRUCTIONS.

N.B. : Please ensure that;

- (i) All the rates quoted must be 'F.O.R.' Uttarakhand Open University, Haldwani.
- (ii) All the enclosures/documents being submitted must be duly sealed and signed by the authorized signatory, otherwise the technical bid may be rejected.
- (iii) The rates quoted in the 'Financial Bid' must exactly be in the same manner as given in the Proforma B.
- (iv) Two sealed envelopes are to be made, i.e., one for the 'Technical Bid' and another one for the 'Financial Bid'. Both these envelopes are to be properly sealed before keeping these two envelopes in the outer/bigger envelope.
- (v) The caption, "For Supply of OMR Scanner", and proper name and address of the firm must be given on the outer big envelope containing the two separate envelopes of technical bid and financial bid.
- (vi) **The tender will be accepted ONLY BY SPEED POST** and the University shall not be responsible for postal delays, if any.

Date :

{SIGNATURE & STAMP OF BIDDER}



UTTARAKHAND OPEN UNIVERSITY
University Road, Behind Transport Nagar (Teenpani bypass),
Haldwani, Nainital, Uttarakhand

FINANCIAL BID

(FORM -B)

Sl. No.	Item	Qty	Make and Model	Unit Price (Inclusive of all taxes/Rates must be F.O.R.)
1.	OMR Scanner as per specifications/configuration as given in the Technical Bid.	01		

SIGNATURE OF BIDDER

STAMP OF BIDDER.....

EMD

(FORM- C)

Tender No.: _____

Date: _____

To,

The Registrar,
Uttarakhand Open University,
University Road, Behind Transport Nagar (Teenpani bypass),
Haldwani, Nainital, Uttarakhand.

Dear Sir,

1. We, undersigned, offer to supply OMR Scanner in conformity with the conditions of t and specifications for technical Bid as given in the bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us.
4. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs. 15,000/- in the form of Demand draft in favour of Uttarakhand Open University.

Dated this _____ Day of _____ 2017

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of _____

Witness _____

Address _____ Signature

DECLARATION FORM **(FORM-D)**

I _____ Son/Daughter of _____
w/o _____ hereby confirm and declare that my/our firm/company
M/s.....is not blacklisted/delisted or debarred or on Holiday
list with any Private/Public Ltd. company or of Government Company/Govt. Deptt. from
participating in any tendering process as on date.

In case at any stage, it is found that the information given by me is false/incorrect,
Uttarakhand Open University, Haldwani have the absolute right to take any action as deemed
fit/without any prior intimation to me.

Sign:

For and on behalf of the Bidder
Seal of the Firm.

Name : _____

Position : _____

Date : _____