

HIGH COURT OF KERALA

Telephone No. 0484 - 256 2726, 2727
www.highcourtofkerala.nic.in

Ernakulam: 682 031
ecc.kerala@nic.in

SHORT QUOTATION NOTICE

No. ECC5/70635/2017

Sealed quotations are invited for the supply, installation and maintenance of **One number of Flatbed Scanner with Automatic Document Feeder** for installation at Kerala Judicial Academy, Athani, Ernakulam.

The envelopes containing the quotation should bear the superscription "Quotation for the supply of Flatbed Scanner for Kerala Judicial Academy" and should be addressed to **Registrar, Recruitment and Computerisation, High Court of Kerala, Ernakulam - 682 031**. Intending tenderers may submit the quotations on their own papers.

Last date and time for receipt of quotations are **31.01.2018 1:00 PM**. Late quotations will not be accepted.

The quotations will be opened on **31.01.2018 at 2:30 PM** in the presence of such of the tenderers or their authorized representatives who may be present at that time. The maximum period required for delivery of the articles should also be mentioned.

Details of the requirements and the conditions governing their supply can be obtained, on request, from the Registrar (Recruitment and Computerisation), High Court of Kerala, Ernakulam - 682 031 till 29.01.2018, 4:00 PM.

Place: Ernakulam
Date: 06.01.2018

Sd/-
REGISTRAR
Recruitment and Computerisation

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QUOTATION NOTICE

Quotation Number	ECC5/70635/2017
Due date and time for receipt of quotations	31-01-2018, 1:00 PM
Date and time for opening of quotations	31-01-2018, 2:30 PM
Date up to which the rates are to remain firm for acceptance	30-04-2018
Designation and address of officer to whom the quotation is to be addressed	The Registrar (Recruitment and Computerisation), High Court of Kerala, Ernakulam, Kerala - 682 031.
Superscription: Quotation for the supply of Flatbed Scanner for Kerala Judicial Academy	

Sealed quotations are invited for the supply of the article(s) as per the specification mentioned in the schedule attached below. The rates quoted should be for delivery of the article(s) at the place mentioned in the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the article(s) should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subjected to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the High Court of Kerala reserves also the right to remove the defaulter's name from the list of High Court of Kerala suppliers permanently or for a specified number of years.
3. Samples, duly listed, should be forwarded if called for under separate cover and the

unapproved samples got back as early as possible by the offerers at their own expenses and the Government will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. In case, the samples are sent by railway; the railway receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P. Post or "freight to pay" will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
7. The High Court is at liberty to direct the tenderers to conduct the demonstration of the item they quoted as part of technical evaluation, at the venue decided by the High Court and the High Court is entitled to reject the quotation of the parties who fails to demonstrate the item quoted in the tender.
8. The quotation may be for the entire supply and the tenderers should be prepared to complete the supply and installation within two weeks from the date of supply order.
9. The High Court is not bound to accept the lowest quotation. The Final acceptance of the quotation will be based on ranks obtained after technical and financial evaluation.
10. (a) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the High Court of Kerala shall thereby together with such sums as may be fixed by the High Court towards damages be recovered from the defaulting tenderer.
(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or High Court or any other person authorized by High Court and set-off against any claim of the Purchasing Officer or High Court for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or High Court or any other person authorized by High Court.
11. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or

may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

12. (a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.
- (b) (i) All payments to the contractors will be made by the Purchasing Officer in due course observing General Financial Rules.
- (ii) The vendor is required to furnish the following details (along with the invoices) such as: Name of the Bank, Branch name with its IFS Code (IFSC) and the Bank Account Number to which the amount is to be credited to facilitate the fund transfer.
- (c) All incidental expenses incurred by the High Court of Kerala for making payments outside the district in which the claim arises shall be borne by the contractor.
- (d) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.
13. Any sum of money due and payable to the successful tenderer or contractor from High Court shall be adjusted against any sum of money due to High Court from the successful tenderer under any other contracts.
14. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

SCHEDULE OF MATERIALS

Sl. No.	Item	Quantity	Place of supply and installation
1.	Flatbed Scanner with Automatic Document Feeder	1	Kerala Judicial Academy Athani, Ernakulam.
Specification			
No.	Feature	Particulars	
Flatbed Scanner with Automatic Document Feeder			
1.	Make and Model No.	<i>(Exact details to be provided by the bidder with its official brochure)</i>	
2.	Paper Size to be scanned	8.5" x 14" (Legal) Size Page in Flat Bed and A4 size in ADF mode	
3.	Scan type	Charged Coupled Device (CCD)/Contact image sensor, Color, Flatbed & ADF	

4.	Scan Output File Format	JPEG, GIF, TIFF, TIFF compressed, PNG, PDF, PDF searchable
5.	Scanner Compatibility	SANE Family of Scanners (SANE Project supported device) and TWAIN compatible
6.	Scanning Options	Color, GreyScale, Black & White (Lineart) etc.
7.	Min. Scanning Speed (Single Side)	20 PPM Black & White @ 200 dpi
8.	Resolution & Color Depth	600 x 600 dpi (optical) or more, 48 bit Color scanning, 8/16 bit Mono Scanning
9.	Pull & Push Scan	Pull Scanning, Push Scanning (Scan to PC)
10.	Light Source	CCFL/LED
11.	Duty Cycle per day	1000 pages
12.	Interface	Hi-Speed USB 2.0
13.	Power Supply	Internal/External Power Adaptor for 200 - 250 (+/- 10%) V AC 50/60 Hz (+/- 5%)(Power Cable included)
ADF Features		
14.	ADF Capacity	Minimum 50 Pages
15.	Duplex Scanning	ADF Auto Duplex Scanning
Compatibility		
16.	Operating System Compatibility	All hardware must be compatible with Ubuntu Linux OS 14.04 and higher & Microsoft Windows 8.1 and higher.
17.	Hardware Drivers	Supplier to provide latest drivers for all hardware for Ubuntu-Linux OS 14.04 and higher & Microsoft Windows 8.1 and higher.
OEM Product, Service & Warranty		
18.	Original Equipment Manufacturer (OEM) Product	Original Equipment Manufacturer (OEM) Manufacturer or its authorised distributor/dealers with OEM
19.	Warranty	5 years on site Comprehensive Warranty support with L1 support from bidder and L2 support from OEM
20.	Service Centre	Must have / preferred Company Authorised Service Centre in Capital City / High Court Place
All the above specifications should be read as equivalent or better than		

Whether samples essential: No

Period within which goods should be delivered: Within 2 weeks after placing the supply order.

Rates should be quoted for delivery f.o.r at High Court of Kerala

Place: Ernakulam
Date: 06.01.2018

Sd/-
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Recruitment and Computerisation