



Tea Board India  
14, B.T.M. Sarani  
Kolkata-700 001

Ref.SVR/IT PURCHASE/2013/Part-II/

Dated: 13/08/2014

### **NOTICE INVITING TENDER**

Sub: Quotation for supply and installation of Desktops and Scanners in Tea Board

Tea Board intends to purchase 02 (Two) Desktops and 03 (Three) Scanners of reputed brands. The minimum specifications of the Desktop and the Scanner are as under:

#### **Specification for Desktop:**

Sl. No.	Specification	
1.	Processor	Intel Core i5
2.	Processor Speed	Minimum 2.9 GHz
3.	Memory (RAM)	Minimum 4 GB
4.	Hard Drive	1 TB
5.	DVD RW	Required.
6.	Graphics	Minimum 1 GB Dedicated
7.	USB Ports	USB 3.0 (Minimum 2)
8.	Operating System	Preloaded Windows 8 Professional Operating System (OEM)
9.	Additional Licensed Software	Microsoft Office 2013 Home & Business Edition in DVD (FPP)
10.	Other Features	The Processing Unit and Visual Display Unit should be integrated as one unit of the system with Touch Screen facility; Wireless Keyboard and Mouse; Wi-Fi; Integrated Bluetooth 4.0 and Wireless LAN 802.11a/b/g/n; LAN: Gigabit 1000-Base-T; Built-in-Webcam; Video Card; Memory Card Reader; Integrated Speakers and HDMI Port etc.
11.	Warranty	Three years on-site warranty

#### **Specification for Scanner:**

Sl. No.	Specification	
1.	Scanner Type	Sheet-feed
2.	Scan Technology	Contact Image Sensor (CIS)
3.	Scan Type	Sheetfed; Color Scanning: Yes
4.	Scan resolution	Hardware Scanning Resolution: Up to 600 x 600 dpi; Optical Scanning Resolution: Up to 600 dpi; Enhanced Scanning Resolution: Up to 600 dpi
5.	Scan Input Modes	Front panel (Scan button), user applications via TWAIN
6.	Scan Speed (ADF)	8.5 x 34 in (215.9 x 863.6 mm)
7.	Light Source (Scanning)	3 Color LED (Red, Green, Blue)

8.	Image Scaling or Enlargement Range	10 to 2000% in 1% increments
9.	Output Resolution DPI Settings	75, 100, 150, 200, 300, 400, 600
10.	Bit depth/ Grayscale levels	48-bit; Grayscale Levels: 256
11.	Multi feed detection	Yes
12.	Auto Document Feeder Capacity	Standard, 50 sheets
13.	Duplex ADF Scanning	Yes
14.	Media Size (ADF)	Letter, legal, A4, A5, custom (checks and business cards)
15.	Standard Connectivity	Minimum Hi-Speed USB 2.0 port
16.	Duty Cycle (Daily)	Minimum Up to 1,000 pages
17.	Advanced Features	Ultrasonic double feed detection for reliable scanning. One button PDF Generation
18.	Media Types to be Supported	Paper (plain, inkjet), envelopes, labels, checks, cards (business, plastic ID)
19.	Scan File Format	Windows: Bitmap (*.bmp), DCX (*.dcx), GIF (*.gif), HTML (*.htm), JB2 (*.jbg), JP2 (*.jp2), JPEG (*.jpg), Kindle®(*.doc), MAX (*.max), Microsoft®Excel®(.xls), Microsoft®Excel®2007 (.xlsx),Microsoft®PowerPoint®2007 (.pptx), Microsoft®PowerPoint®97 (*.rtf), Microsoft®Publisher 98 (*.rtf), Microsoft®Word (.doc), Microsoft®WordML (WordML) (*.xml), Microsoft®Word 2007 (*.docx), PCX (*.pcx), PDF (*.pdf, image, searchable image, normal and edited), PNG (*.png), RTF 2000 ExactWord (*.rtf), Text - Comma Separated (*.csv), Text (*.txt), TIFF (*.tif), Unicode Text (*.csv, *.txt), WordPerfect 12, X3 (*.wpd), XPS (*.xps); Mac: TIFF (*.tif), PDF (*.pdf), JPEG (*.jpg)
20.	TWAIN Version	Version 2.0
21.	Software (to be included)	For Windows: TWAIN driver, Nuance PaperPort, Nuance OmniPage, NewSoft Presto! BizCard SE; For Mac: Mac Scanning Utility
22.	Compatible operating systems	Windows 8 (32-bit & 64-bit), Windows 7 (32-bit & 64-bit), Windows Vista (32-bit & 64-bit), Windows XP Professional, Windows XP Home, Mac OS X v10.0 and
23.	Warranty	Three years on-site warranty

Sealed Bids duly filled all details in Annexure 'A' and 'B' are invited only from authorized suppliers for supply of above items.

1. The Firm/company should be an **authorized supplier by manufacturer** of the intended goods. **A Certificate in this regard shall accompany the Bid.**
2. The Firm/Company should produce the **self attested** photocopies of documents related to Registration Number, PAN Number, VAT Number, Trade License etc.

3. The Bid shall remain valid for **90 days** after the date of bid opening prescribed by Tea Board. **A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.**
4. The ordered quantity of Desktops and Scanners can increase or decrease as per the actual requirement of Tea Board.
5. The goods shall be supplied within Seven (07) days of issue of Order.
6. No advance payment would be made.
7. The interested Companies/Firms may submit the Bids in sealed envelope super scribed "**Quotation for supply and Installation of Desktops and Scanners in Tea Board**" addressed to The Secretary, Tea Board and may be deposited in the 'Tender Box' at 8<sup>th</sup> Floor of Tea Board's head office at 14, B.T.M. Sarani (Brabourne Road), Kolkata-700 001 latest by 1.00 PM on 28<sup>th</sup> August, 2014. The Bids will be opened at 3:00 P.M. on the same day i.e., 28/08/2014.
8. Late submission of the tenders will not be accepted. Tenders by "Telex/Telegram/Fax/E-Mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However, any delay in this account shall not be accepted as a reason for exception.
9. The price quoted should be inclusive of all taxes, duties and levies. **Any further discount, free services/offer, quoted will not be considered.** Bids with overwriting/cuttings etc. in quoted rates would not be considered.
10. The tender is not transferable.
11. Tea Board reserves the right to accept or reject any or all the tenders without assigning any reason.

Yours faithfully,

(A. Rajan)

Secretary I/C

## Annexure 'A'

<b>Name &amp; Address of the Firm</b>	
<b>PAN</b>	
<b>Rate quoted per Desktop (Rs.)</b>	
<b>Make &amp; Model of the Desktop</b>	
<b>Specification of the Desktop Tendered</b>	<b>Specification of the Desktop Quoted</b>
<b>Processor:</b> Intel Core i5	
<b>Processor Speed:</b> Minimum 2.9 GHz	
<b>Memory (RAM):</b> Minimum 4 GB	
<b>Hard Drive:</b> 1 TB	
<b>DVD RW:</b> Yes	
<b>Graphics:</b> Minimum 1 GB Dedicated	
<b>USB Ports:</b> USB 3.0 (Minimum 2)	
<b>Operating System:</b> Preloaded Windows 8 OS (OEM)	
<b>Preloaded Softwares:</b> MS Office 2013 Home & Business Edition (FPP)	
<b>Other Features:</b> The Processing Unit and Visual Display Unit should be integrated as one unit of the system with Touch Screen facility; Wireless Keyboard and Mouse; Wi-Fi; Integrated Bluetooth 4.0 and Wireless LAN 802.11a/b/g/n; LAN: Gigabit 1000-Base-T; Built-in-Webcam; Video Card; Memory Card Reader; Integrated Speakers and HDMI Port etc.	
<b>Warranty:</b> Three years on-site warranty	

Name & Signature by Authorized Signatory with Stamp

## Annexure 'B'

<b>Name &amp; Address of the Firm</b>	
<b>PAN</b>	
<b>Rate quoted per Scanner</b>	
<b>Make &amp; Model of the Scanner</b>	
<b>Specification of the Scanner Tendered</b>	<b>Specification of the Scanner Quoted</b>
Scanner Type: Sheet-feed	
Scan Technology: Contact Image Sensor (CIS)	
Scan Type: Sheetfed; Color Scanning: Yes	
Scan resolution: Hardware Scanning Resolution: Up to 600 x 600 dpi; Optical Scanning Resolution: Up to 600 dpi; Enhanced Scanning Resolution: Up to 600 dpi	
Scan Input Modes: Front panel (Scan button), user applications via TWAIN	
Scan Speed (ADF): 8.5 x 34 in (215.9 x 863.6 mm)	
Light Source (Scanning): 3 Color LED (Red, Green, Blue)	
Image Scaling or Enlargement Range: 10 to 2000% in 1% increments	
Output Resolution DPI Settings: 75, 100, 150, 200, 300, 400, 600	
Bit depth/ Grayscale levels: 48-bit; Grayscale Levels: 256	
Multi feed detection: Yes	
Auto Document Feeder Capacity: Standard, 50 sheets	
Duplex ADF Scanning: Yes	
Media Size (ADF): Letter, legal, A4, A5, custom (checks and business cards)	
Standard Connectivity: Minimum Hi-Speed USB 2.0 port	
Duty Cycle (Daily): Minimum Up to 1,000 pages	
Advanced Features: Ultrasonic double feed detection for reliable scanning. One button PDF Generation	
Media Types to be Supported: Paper (plain, inkjet), envelopes, labels, checks, cards (business, plastic ID)	
Scan File Format: Windows: Bitmap (*.bmp), DCX (*.dcm), GIF (*.gif), HTML (*.htm), JB2 (*.jbg), JP2 (*.jp2), JPEG (*.jpg), Kindle®(*.doc), MAX (*.max), Microsoft®Excel®(.xls), Microsoft®Excel®2007 (.xlsx),Microsoft®PowerPoint®2007 (.pptx), Microsoft®PowerPoint®97 (*.rtf), Microsoft®Publisher 98 (*.rtf), Microsoft®Word (.doc), Microsoft ®WordML (WordML) (*.xml), Microsoft®Word 2007 (*.docx), PCX (*.pcx), PDF (*.pdf, image, searchable image, normal and edited), PNG (*.png), RTF 2000 ExactWord (*.rtf), Text - Comma Separated (*.csv), Text (*.txt), TIFF (*.tif), Unicode Text (*.csv, *.txt), WordPerfect 12, X3 (*.wpd), XPS (*.xps); Mac: TIFF (*.tif), PDF (*.pdf), JPEG (*.jpg)	
TWAIN Version: Version 2.0	
Software (to be included): For Windows: TWAIN driver, Nuance PaperPort, Nuance OmniPage, NewSoft Presto! BizCard SE; For Mac: Mac Scanning Utility	
Compatible operating systems: <b>Windows 8</b> (32-bit & 64-bit), Windows 7 (32-bit & 64-bit), Windows Vista, Windows XP Professional, Windows XP Home, Mac	
Warranty: Three years on-site warranty	

Name & Signature by Authorized Signatory with Stamp