



# THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE

(A Branch Centre of Ramakrishna Mission, P.O. Belur Math, Dist Howrah, West Bengal - 711 202)

GOL PARK, KOLKATA - 700 029

Phone: (91-33) 2464-1303 (3 Lines); 2466-1235 (3 Lines); Fax: (91-33) 2464-1307

E-Mail: [rmic.golpark@gmail.com](mailto:rmic.golpark@gmail.com), [golpark.rmic@rkmm.org](mailto:golpark.rmic@rkmm.org); [Library email ID: [rmic.library@gmail.com](mailto:rmic.library@gmail.com)]

Website: [www.sriramakrishna.org](http://www.sriramakrishna.org)

Ref.: RMIC-LIB/10/2021-22

19 November 2021

## NOTICE INVITING TENDER (NIT)

Sealed offers are invited in two-part bid system (in paper bid form) from reputed and experienced bidders (meeting Pre-Qualification Criteria as mentioned in tender document) for the subject job by the **Secretary, The Ramakrishna Mission Institute of Culture (RMIC)** as per the tender documents detailed below. Following points relevant to the tender may please be noted and complied with.

### 1. Salient Features of NIT

SL. NO.	ISSUE	DESCRIPTION	
i	Tender No.	<b>RMIC-LIB/10/2021-22/02</b>	
ii	Job	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.	
iii	DETAILS OF TENDER DOCUMENT		
a	Part-B:	GENERAL CONDITIONS OF CONTRACT (GCC)	Applicable.
b	Part-C	TECHNICAL SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT (SCC)	Applicable.
c	Part-H	Forms and Procedures etc.	Applicable.
d	Part-E	Price Schedule (Absolute value).	Applicable.
iv	Issue of Tender Documents	From website <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a> Tender documents can be downloaded from website till due date of submission. Start date : 19/11/2021	Applicable
v	Due Date, Time & Place of Offer Submission	Date: 04/12/2021, Time: 12-00 Noon IST Place: Tender Box located at the Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.	Applicable
vi	Opening of Tender	Techno-commercial offer will be opened on the same day i.e. on 04/12/2021 at 15-00 Hrs. IST. Bidders are requested to visit website for viewing Tender Change Notice (TCN) / Corrigendum etc. informing any change before submitting the tender. Bidder may depute authorized representative with due authorization letter to witness the opening of tender.	Applicable
vii	EMD AMOUNT	<i>Nil</i>	<i>Not Applicable</i>
viii	COST OF TENDER	<i>Nil</i>	<i>Not Applicable</i>
ix	Last Date for Seeking Clarification	Date: 26/11/2021 Through email, along with the hard copy also, addressing the undersigned (in email) as per contact address given below	Applicable
x	Schedule of Pre-Bid Discussion (PBD)	Not Applicable	Not Applicable
xi	Latest updates	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted / updated in website <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a> only. Bidders to keep themselves updated with all such information.	Applicable
xii	Evaluation Currency	Indian Rupees (INR)	

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

**The offer shall be sent in sealed envelopes in the manner prescribed below:**

Addressed to **The Secretary, The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal**, as per following details. In case of voluminous document the tender may be submitted in properly bound form.

Sl. No.	Description	No. of copy
<b>I. COVER-I - EN-01 (TECHNO-COMMERCIAL BID) – in sealed envelope</b>		
I.a	Offer forwarding/covering letter in Company letterhead.	Original & 1 copy.
I.b	Duly filled-in ' <b>No deviation certificate</b> ' in Company letterhead as per prescribed format to be placed after document under Sl. No. I.a above. In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be placed after document under Sl. No. I.a above. It shall be specifically noted that deviation recorded elsewhere shall not be entertained.	Original & 1 copy.
I.c	Techno-commercial offer enclosing supporting documents meeting Pre-Qualification Criteria / annexure / schedules / drawing / BOM etc. as required in line with prescribed format. It shall be specifically noted that all documents as per the above shall be indexed properly.	Original & 1 copy.
I.d	All volumes of this tender document pertinent to the subject job including NIT together with subsequent changes in the tender in the form of TCN, correspondences etc., <b>signed on all pages.</b>	1 copy.
I.e	Support / Warranty statement, delineating the extent and the manner in which the bidder proposes to provide the after sales support / warranty, in general agreement with stated comprehensive warranty clause.	Original & 1 copy
I.f	Any other details preferred by bidder with proper indexing.	Original & 1 copy.
<b>II. COVER-II - EN-02 (PRICE BID) - in sealed envelope</b>		
II.a	Copy of offer forwarding / covering letter in Company letterhead (as referred in I.a).	1 copy.
II.b	Duly filled-in PART- E (Price Schedule) together with signed preamble (if any) in separate sealed envelope.	Original.
<b>III. COVER-III - EN-03 (BID COVER) - in sealed envelope</b>		
All two aforesaid covers (i.e. Cover-I - EN-01 & Cover-II - EN-02) in sealed condition shall be enclosed in this cover.		
<b>IMPORTANT NOTE:</b> All the aforesaid Cover / Sealed envelope shall be super-scribed with (i) Cover no; (ii) Details of documents enclosed in the cover and (iii) Name of the job, Tender no. & due date of offer submission along with name & complete address (NAME OF BIDDER, NAME OF AUTHORISED REPRESENTATIVE OF BIDDER, ADDRESS, PHONE NO., E-MAIL ID) of bidder.		

## **SPECIAL NOTE:**

- A) The offer and documents submitted with the offer shall be legible and signed and stamped in each page by the authorized representative of the bidder. No overwriting / correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory in the place of correction.
  - B) All documents / annexure submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter.
2. RMIC reserve the right to reject a bidder with unsatisfactory past performance. RMIC's decision in this regard shall be final & binding.
  3. RMIC also reserve the right to accept or reject any or all offer without assigning any reasons thereof. RMIC also reserve the right to cancel the offer wholly or partly without assigning any reason thereof. RMIC also reserve the right to split the job.

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4. For any clarification on the tender document, bidder may seek the same in writing in the prescribed format through e-mail (E-mail ID: [rmic.library@gmail.com](mailto:rmic.library@gmail.com) with Copy to [golpark.rmic@rkmm.org](mailto:golpark.rmic@rkmm.org)). Such e-mail should be sent positively within the Last Date for Seeking Clarification, as stated above.
5. In the event of any conflict between requirement of any clause of this specification / documents / drawings / data sheets etc. or requirements of different codes / standards specified, the same to be brought to the knowledge of RMIC by the bidder in writing for such clarifications by the last date for seeking clarification as specified; otherwise, more stringent requirements as may be interpreted by RMIC shall prevail and shall be binding on the bidder.
6. Price bid of those bidders will be opened who will be qualified for the subject job on the basis of evaluation of Techno-commercial bids / Pre-qualification criteria and as considered suitable by RMIC.
7. RMIC reserves the right to open the bid in camera. In such case, appropriate notification shall be issued by RMIC.
8. Validity of the offer shall be up to 31-03-2022.
9. The bidder may have to produce original documents for verification if so decided by RMIC.
10. **Bidders are requested to note that the accepted / agreed tender terms in their original offer cannot be altered / withdrawn by their own during the validity period of their offer. In such observance at any stage from bid opening up to completion of job, RMIC reserves the right to invoke suitable action against the bidder.**
11. Order of Precedence: In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:
  - i) Amendments/Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents
  - ii) Notice Inviting Tender (NIT)
  - iii) Price Schedule – (Part-E)
  - iv) Technical Specification & Special Condition of Contract (SCC) – (Part-C)
  - v) General Conditions of Contract (GCC) - (Part-B)
  - vi) Forms and Procedures (Part-H)

All the bidders are requested to note that all the errata / technical clarifications / corrigendum / extension etc. shall be published on the website [www.sriramakrishna.org](http://www.sriramakrishna.org) only. As such, all the bidders are requested to be in continuous touch with the aforesaid website.

Thanking you,

For and on behalf of RMIC



**Secretary (RMIC)**

Agency	Contact details	
Ramakrishna Mission Institute of Culture, Kolkata	Address	Ramakrishna Mission Institute of Culture, Gol park, Kolkata -700029, West Bengal.
	Phone no	(91-33) 2464-1303 (3 Lines); 2466-1235 (3 Lines)
	FAX no	(91-33) 2464-1307
	E-mail	golpark.rmic@rkmm.org ; (Copy to) rmic.library@gmail.com

## **Enclosure**

01. Annexure-I: Pre-Qualification Criteria.
02. Annexure-II: Format for No Deviation Certificate.
03. Annexure-III: General information and instructions
04. Annexure-IV: Format for seeking clarification.
05. Form-1: Pre-Qualification Proposal Submission Form
06. Other Tender documents as per this NIT.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

**ANNEXURE - I**

## **Pre-Qualification Criteria** **(PART OF COVER-I - EN-01)**

<b>Job</b>	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
<b>Tender No.</b>	<b>RMIC-LIB/10/2021-22/02</b>

The Pre-qualification bids shall be evaluated with reference to information provided by the bidders and the supporting documentation (to be numbered / indexed in accordance with Sl. No. as enumerated in the table below). **Bidders failing to meet the criteria or failing to furnish the requisite supporting documents / documentary evidence are liable to be rejected summarily** and their bid shall not be considered for the subsequent stages of evaluation.

<b>Sl. No.</b>	<b>Pre-qualification criteria</b>	<b>Supporting document(s)</b>
1	Bidders should be registered in India as a sole proprietor, firm or a company for at least the last three years and providing Supply of Overhead type Planetary Scanner including its Maintenance Service. Bidders can either be an Original Equipment Manufacturer (OEM) or an Authorized Dealer of the OEM. <b>Note: Bidder should be an individual organisation. Consortium / JV bidding shall not be allowed.</b>	Certificate of Incorporation / Registration / Dealership Certificate
2	Bidder should have an average annual turnover of at least <b>Rs. 10 Lakhs</b> during last three years (FY 2020-21, 2019-20 & 2018-19 or FY 2019-20, 2018-19 & 2017-18).	Audited Balance Sheet & Profit and Loss Account for the financial years 2018-19 to 2020-21 or 2017-18 to 2019-20.
3	Bidder should have GST registration.	Copy of the GST Registration Certificate.
4	Bidder should have a valid PAN	Copy of the PAN.
5	Bidder should not be blacklisted or declared as ineligible by any Government or Private Company for fraudulent or corrupt practices or inefficient / ineffective performance.	Certified statement / Declaration from the bidder.
6	Bidder should not be declared insolvent or undergoing insolvency proceedings.	Certified statement / Declaration from the bidder.
7	Bidder should have experience of <b>successfully supplied and installed Overhead type Planetary Scanner (A2 Size, minimum 600 dpi optical resolution) including its Maintenance Service of quantity as mentioned hereunder during the last five years</b> ending on the latest due date of offer submission to any Central or State Govt. organisation / PSU / MNC / reputed private organisation in any state of India, preferably West Bengal: <b>A. 01 (One) similar completed job costing not less than Rs. 10.0 Lakhs,</b> <b>OR</b> <b>B. 02 (Two) similar completed jobs each costing not less than 7.0 Lakhs.</b>	I. Copies of WORK ORDER and COMPLETION CERTIFICATE obtained from the respective client(s), II. Form 26 AS (or proof of payments received), III. Details of the contact person of each client along with phone number, e-mail ID.

**Note:** Credentials submitted by the bidder against "PRE QUALIFICATION CRITERIA" may be verified for its authenticity. In case, any credential(s) is/are found unauthentic, offer of the bidder will be liable to rejection. RMIC reserves the right to initiate any further action against such bidder, as per norms of RMIC.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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**ANNEXURE - II**

**NO DEVIATION CERTIFICATE**  
**(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)**  
**(PART OF COVER-I - EN-01)**

To,  
Secretary, Ramakrishna Mission Institute of Culture,  
Gol park, Kolkata-700029, West Bengal.

<b>Job</b>	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
<b>Tender No.</b>	<b>RMIC-LIB/10/2021-22/02</b>

Dear Sir,

With reference to above, this is to confirm that as per tender conditions, we have gone through the tender documents and understood the contents therein. We also confirm that we have not changed / modified the tender documents as appeared in the website / issued by you and in case of such observance at any stage, it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT. We hereby confirm our unqualified acceptance to all terms & conditions and unqualified compliance to technical specification.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION AND INSTRUCTIONS**  
**(PART OF COVER-I - EN-01)**

1. The Tender form must be filled in English.
2. The Pre-Qualification Proposal must be submitted in the prescribed proforma, to be downloaded from our website without any alteration whatsoever. If the space on proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheet(s) may be used for each part of form(s).
3. Technical and Price bids are to be prepared on Company letterhead. The submitted Tender should be duly signed and stamped on the right hand bottom corner of every page (not overlapping any write-up or page number).
4. The Rate to be submitted should be inclusive of ALL taxes, FOR delivery at the designated location prior to installation. Installation charges, if extra, should be clearly spelt out with proposed schedule of work and price details.
5. The Tender Rate should be valid up to **31-12-2021**.
6. The Ramakrishna Mission Institute of Culture ("Institute") is not bound to accept the lowest tender and may cancel any or all tenders without assigning any reason.
7. Only those bidders who qualify in respect of the Pre-Qualification Proposal and Technical Bid shall be eligible to be considered for opening of the Price Bid. Decision of the Secretary of the Institute regarding short listing of bidders shall be final and binding.
8. Application found with false and / or incomplete information at any stage is liable to be rejected. Canvassing in any form is sufficient ground for rejection of a bidder.
9. It will be binding to the successful tenderer to abide by all the conditions of the Tender Notice.
10. Conditional tenders are liable to be rejected.
11. During evaluation of the Pre-qualification proposal or Technical Bid the Secretary or his authorised representative may at its discretion seek clarification from the bidders on their bids and the bidders are required to respond with adequate information supported by documentary evidence / literature.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

**ANNEXURE - IV**

**FORMAT FOR SEEKING CLARIFICATION**  
**(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)**  
**(PART OF COVER-I - EN-01)**

<b>Job</b>	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
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<b>Sl. No.</b>	<b>Reference clause of tender document</b>	<b>Existing provision</b>	<b>Bidder's query</b>

# THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE

Tender No. RMIC-LIB/10/2021-22/02

FORM-1

## PRE-QUALIFICATION PROPOSAL SUBMISSION FORM (PART OF COVER-I - EN-01)

Sl. No.	Pre-qualification criteria	Supporting document(s)	Compliance (Yes / No) along with document Ref. No.
1	Bidders should be registered in India as a sole proprietor, firm or a company for at least the last three years and providing Supply of Overhead type Planetary Scanner including its Maintenance Service. Bidders can either be an Original Equipment Manufacturer (OEM) or an Authorized Dealer of the OEM. <b>Note: Bidder should be an individual organisation. Consortium / JV bidding shall not be allowed.</b>	Certificate of Incorporation / Registration / Dealership Certificate	
2	Bidder should have an average annual turnover of at least <b>Rs. 10 Lakhs</b> during last three years (FY 2020-21, 2019-20 & 2018-19 or FY 2019-20, 2018-19 & 2017-18).	Audited Balance Sheet & Profit and Loss Account for the financial years 2018-19 to 2020-21 or 2017-18 to 2019-20.	
3	Bidder should have GST registration.	Copy of the GST Registration Certificate.	
4	Bidder should have a valid PAN	Copy of the PAN.	
5	Bidder should not be blacklisted or declared as ineligible by any Government or Private Company for fraudulent or corrupt practices or inefficient / ineffective performance.	Certified statement / Declaration from the bidder.	
6	Bidder should not be declared insolvent or undergoing insolvency proceedings.	Certified statement / Declaration from the bidder.	
7	Bidder should have experience of <b>successfully supplied and installed Overhead type Planetary Scanner (A2 Size, minimum 600 dpi optical resolution) including its Maintenance Service of quantity as mentioned hereunder during the last five years</b> ending on the latest due date of offer submission to any Central or State Govt. organisation / PSU / MNC / reputed private organisation in any state of India, preferably West Bengal: <b>01 (One) similar completed job costing not less than Rs. 10.0 Lakhs,</b> <b>OR</b> <b>02 (Two) similar completed jobs each costing not less than Rs. 7.0 Lakhs.</b>	I. Copies of WORK ORDER and COMPLETION CERTIFICATE obtained from the respective client, II. Form 26 AS (or proof of payments received), III. Details of the contact person of each client along with phone number, e-mail ID.	

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_



# THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE

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## PART – B: GENERAL CONDITIONS OF CONTRACT (GCC)

SL. NO.	RMIC TERMS	Supplier confirmation (Accepted / Not-Accepted)
01	<p>Offers are invited to submit in <b>TWO - parts.</b></p> <p><b>Part-I : PRE-Q &amp; TECHNICAL-CUM-COMMERCIAL:</b> Consisting of complete technical details, catalogues, drawings and all commercial terms. (Price shall not be indicated i.e; un-price bid).</p> <p>Following formats are to be filled and submitted in a single cover super scribing as Technical-cum-Commercial and Un Priced Bid, Tender Enquiry No. and Due Date:-</p> <ul style="list-style-type: none"><li>(i) All PRE-Q documents to be submitted.</li><li>(ii) Technical Specification details confirming to technical specification (PART C OF TENDER) &amp; Catalogues to be enclosed (if any)</li><li>(iii) RMIC TERMS.</li><li>(iv) Confirmation of pre-qualification criteria</li></ul> <p><b>All documents / formats to be downloaded from our Web Site i.e. <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a></b></p> <p><b>Part-II : PRICE BID</b> Price to be quoted in the format enclosed. (Any preconditions for price will not be accepted and the tender will be rejected).</p> <p>Techno-commercial &amp; Pre-Q bids shall be opened first &amp; afterwards price bid shall be opened for qualified bidder, who have qualified in Techno-commercial &amp; Pre-Q bid. <b><u>If the vendor submits offer i.e. Technical &amp; Price bid together, the offer shall be liable for rejection.</u></b></p> <p><u>Note : In order to maintain sanctity of the tender system, it is advised that one Agent cannot represent two suppliers or quote on their behalf in a particular tender</u></p> <p><u>In the tender, either one agent on behalf of the principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for same item / product.</u></p>	
02	<p><b>RMIC</b> keeps its right to reject / load any offer which is having deviations to <b>RMIC</b> Specifications, Standard Terms &amp; Conditions. All the bidders shall submit their offers only by filling the original RMIC tender documents. No other offer will be entertained.</p>	
03	<p><b>The equipment / item offered shall be strictly conforming to the specification and for complete unit in conformance with tender specification.</b></p>	
04	<p>No offer for individual accessories or part machinery / part offer will be accepted.</p>	
05	<p><b>Terms of payment:</b></p> <p><b>As per Clause (vii) of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</b></p> <p><b>No advance shall be paid. Payment shall be paid in INR only. Payment shall be through RTGS as given in PART- H</b></p>	
06	<p><b>Warranty/Guarantee:</b> As specified in Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC)</p>	
07	<p><b>SUPPLY &amp; INSTALLATION PERIOD AND PERIOD OF MAINTENANCE SERVICE: -</b></p> <p><b>As per in Clause (iv) of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</b></p> <p><b><u>Offer with delivery period for supply and installation beyond three weeks from the date of award of the Purchase / Work Order, shall be liable for rejection.</u></b></p>	

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

08	<p><b><u>DISCOUNTS</u></b></p> <p>Discounts offered by the vendor in price shall not be entertained by RMIC. The vendor should factor in his discount in the price offer only. In spite of the same, if a discount is offered by the bidder, the same shall not be considered for evaluation of the offer, but <b>Purchase Order / Work Order shall be issued on bidder's final discounted price.</b></p>	
09	<p><b><u>TERMINATION CLAUSES:</u></b></p> <p>(i) RMIC reserves the right to cancel the order for delay in supply / installation beyond the schedule without any monetary or legal obligations.</p> <p>(ii) Obtaining the Export / Import License, if any required, is the responsibility of the supplier. In case of delay in supplying &amp; installing the equipment in time, due to this reason, RMIC has the right to cancel the order without any monetary / legal obligation. To this extent supplier has to give the confirmation.</p>	
10	<p><b><u>Liquidated Damage (LD) / Penalty:</u></b></p> <p><b><u>Supply &amp; Installation:</u></b></p> <p>A penalty @ 0.5% of the value of Supply, Installation, Demonstration, Training and Hand over of Scanner of Purchase Order/Work Order (Price A1 of Price Schedule) per week or part thereof subject to maximum of 5% of the value of Supply, Installation, Demonstration, Training and Hand over of Scanner of Purchase Order/Work Order (Price A1 of Price Schedule), shall be levied as Liquidated Damages for delay attributable to vendor in Supply, Installation, Demonstration, Training and Hand over. However, for delay due to reasons which shall not be attributable to agency, LD will not be imposed.</p> <p><b><u>Maintenance Service:</u></b></p> <p>There is no penalty for Preventive Maintenance Service but this service shall be completed latest by completion of the respective half-year.</p> <p>In case of Breakdown Maintenance, if the same is not attended or scanner is not made operational within 7 days from such reporting, penalty @0.5% of the value of Maintenance Service charges of Purchase Order/Work Order (Price A2 of Price Schedule) per week or part thereof subject to maximum 5% of value of Maintenance Service charges of Purchase Order/Work Order (Price A2 of Price Schedule) shall be levied as penalty.</p> <p><b>However, total LD / Penalty against this contract shall be limited to 5% of total value of Purchase Order/Work Order.</b></p>	
11	<p><b><u>Performance Security Deposit (SD):</u></b></p> <p>The successful bidder with the job shall be required to deposit Performance Security Deposit equivalent to 5% of the total value of the Purchase Order/Work Order in the form of Demand Draft from a Nationalised Bank in favour of "The Ramakrishna Mission Institute of Culture", payable at "Kolkata". The Performance Security Deposit shall be released after completion of 02 (two) years from the date of hand over of the scanner. No interest will be payable on the said Performance Security Deposit. In the event of non-providing of services, the Performance Security Deposit shall be forfeited to the extent services not provided.</p>	
12	<p>The sealed tenders superscribing tender number and due date should be <b>addressed to:</b></p> <p><b>Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.</b></p>	

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

	<b>In case the sealed offer is submitted by bidder by hand, the same shall be submitted in the TENDER BOX kept at the Library, Ramakrishna Mission Institute of Culture, Kolkata.</b>	
13	<b>Inspection: Details shall be as per PART-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</b> The final inspection / performance checking will be carried out at our RMIC premises.	
14	The quotation / offer should be <b>valid up to 31-03-2022</b> . Price shall be firm & any variation will not be entertained	
15	<b>Force Majeure:</b> The vendor shall be subject to force majeure clause defined as under:  This force majeure is herein defined as any cause which is beyond the control of the tenderer which they would not have foreseen or with a reasonable amount of diligence could not have foreseen and which subsequently affect the performance of the contract such as SRCC (strike riot and civil commotion), earthquake, flood, acts of God, acts of any government, domestic or foreign including but not limited to war.  The tenderer shall not be liable for delay in performing his obligation resulting from any force majeure clause as referred to and / or defined above. The date of completion will be subject to hereinafter provided be extended by a reasonable time even though such cause may occur after tenderer's performance of his obligation has been delayed for other causes.	
16	<b>Arbitration:</b> In the event of any dispute or difference arising between the parties to this contract regarding execution of the same or their respective rights and liabilities there under, the same shall except as otherwise expressly provided therein, be referred to the arbitration of sole arbitration of RMIC or any other person nominated by him and provisions of "The Arbitration and Conciliation Act, 1996" of India or any statutory notification or re-enactment therefore and rules framed there under from time to time shall apply to such arbitrations. The decision of arbitrator shall be binding both on seller and purchaser. The venue of arbitration shall invariably be Kolkata, India.	
17	<b>Jurisdiction:</b> All disputes or differences arising under out of or in connection with the Purchase Order / Work Order shall be subject to the exclusive jurisdiction of court at Kolkata.	
18	<b>Consignee Details of the equipment: -</b>  <b>As per Clause of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</b>  All documents / correspondences must bear the Tender no. / Purchase Order / Work Order No. & Date.	

## **Notes:**

01. Bidder should write "accepted" / "Not-Accepted", as the case may be, in the column "supplier confirmation" for each clause.
02. The offers not complying with the above Terms & Conditions will not be accepted.
03. Any deviation sought by the bidder should be indicated in the techno-commercial offer.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

## **PART-C:**

### **TECHNICAL SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT (SCC)**

#### **TECHNICAL SPECIFICATION (SUPPLY & INSTALLATION)**

##### **1. SCOPE OF WORK:**

Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner (A2++ Size Universal Colour Book Scanner) including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal. The specification of the equipment should include the following as the **minimum requirement**. Enhanced / additional features may be offered by the bidder subject to final assessment in the light of certified technical literature from the OEM / expert-opinion and discretion of the Secretary, RMIC, which shall be final and binding.

#### **Minimum Technical Specifications / Features**

(In addition to stating compliance (YES / NO), bidder may mention on Company letterhead sheet(s) the enhanced features CORRESPONDING TO APPLICABLE ITEM-SPECIFICATIONS NUMBERS given in the table)

<b>Specifications</b>	<b>Detailed Technical Specification</b>	<b>Compliance (YES / NO)</b>
<b>(a) Scanner type</b>	Overhead Library Digitisation Device (Planetary scanner) with Face Up Scanning without Unbinding / Damaging the Books	
	Self-service principle (by user)	
	Standalone system with built-in computer	
	Extra installation on 2 / 3 workstations for simultaneous operation	
<b>(b) Scan system and Photosensor</b>	Industrial CMOS RGB camera of at least 50Mpix DSLR-camera / equivalent or Two high resolution 7500 pixel x 3 Line CCD image sensors with Two high resolution lenses suitable for 600 dpi optical resolution (technical information specifically pertaining to this from the OEM should be submitted)	
	Capable of Scanning in Colour, Gray Scale and B&W	
<b>(c) Max. format</b>	A2++ (660 x 450 mm) for flat originals without using glass plate	
	A2+ (625 x 420 mm) for flat originals with glass plate	
<b>(d) Colour depth (scan)</b>	Colour - 42 bits	
	Grayscale - 14 bits	
	Black and white - 1 bit	
<b>(e) Colour depth (save)</b>	Colour - 24 bits	
	Grayscale - 8 bits	
	Black and white - 1 bit	
<b>(f) Scan time</b>	0.5 sec irrespective of the original size	
<b>(g) Full cycle time</b>	6 sec irrespective of the original size	
<b>(h) Optical resolution</b>	600 dpi	
<b>(i) Scan resolution</b>	200 to 800 dpi	
<b>(j) Embedded software Functions</b>	Batch scanning of books	
	Automatic loading of images from external sources	
	Access camera software settings and save them in the scan profile	
	Free masking mode during live preview	
	Removal and replacement of unsuccessfully scanned images	
	Ability to move the scanned image within the project with automatic numbering	
	Save images to cloud storage	
	Ability to set-up for auto-naming files using variables	

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Specifications	Detailed Technical Specification	Compliance (YES / NO)
	By automatic page flip detection function	
	PDF recognition for context search in English and Indic languages (Hindi / Sanskrit; with Bengali as optional)	
<b>(k) Electronic image processing</b>	Crop borders by meaningful information: crop an image by text and other meaningful information on it	
	The alignment of the edges by adding additional fields and the alignment edges using the geometry of the sheet	
	Cleaning a block: delete the image inside (outside) the selected area	
	Masking the fingers of the operator	
	Equalisation of light level	
	Centering an image	
	Applying an electronic stamp on scanned images	
	Saving multiple image areas into separate files (multi-masking)	
<b>(l) Control interface</b>	Dust and moisture protected control panel with LED indication and fast scan start buttons	
	Real time colour preview before scanning	
	Work module with the scanner software	
	Integrated buttons to control the macro module and the glass plate clamp (optionally, automatic opening of the flat glass plate after each scan)	
<b>(m) Start scan options</b>	Scan start button	
	Using the embedded software interface	
	By interval (after a specified period of time)	
	By automatic page flip detection function	
	With control footswitch option	
	By sensing the lowering of glass plate	
<b>(n) File saving</b>	Direct to USB 2.0 / USB 3.0 – minimum 2 ports each	
	To the network directory through Ethernet interface	
	Optional: To the network directory / Cloud through WiFi	
<b>(o) Characteristics of originals</b>	up to 15 kg weight	
	up to 10 cm thick	
<b>(p) File formats</b>	BMP	
	GIF	
	JPEG	
	JPEG2000	
	PNG	
	TIFF (single and multi-page)	
	PDF (single and multi-page)	
	PDF/A (single and multi-page)	
	Optional: CR2 (RAW)	
<b>(q) Book cradle</b>	Automated V-shaped book cradle with independent adjustment of the angle of inclination of the panels	
	Optional : Electrical height adjustment	
	Cradle placeholders with automatic balancing to the book spine thickness	
	Opening angle of 90, 120, 180 degrees	
	Flat fold-back frameless tempered glass plate with the manual / electrical drive and mechanism for fixing in position	

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## **SPECIAL TERMS AND CONDITIONS (SCC)**

The following items to be furnished / Supplied / Confirmed by the Vendor at the time of delivery of the above items.

### **(i) CERTIFICATES: -**

The Vendor shall provide:

- Operation & Maintenance (O & M) Manual: - To be provided by Supplier/OEM in original (OEM COPY).
- Warranty / Guarantee Certificate: - To be provided by the Supplier/OEM. Bidder shall provide comprehensive warranty. The warranty period shall be clearly mentioned by vendor in their offer & the warranty shall start from the **date of successful Installation, Demonstration, Training and Hand over. This period of warranty is termed as "N" in years, as per Price Schedule.**
- Certificate of NEWNESS - To be provided by Supplier / OEM.

### **(iii) SCOPE OF SUPPLY AND INSTALLATION: -**

#### **a. SUPPLY (Supply means Delivery and Inspection) at RMIC library duly certified by the Secretary, RMIC or his authorized representative:**

**Delivery:** Supply of Overhead type Planetary Scanner along with accessories / Manuals / Warranty certificate etc. as per PO / WO certified by Secretary-RMIC or his authorized representative.

**Inspection:** Checking of the supplied items and its functioning certified by Secretary-RMIC or his authorized representative in presence of vendor's representative.

#### **b. INSTALLATION (Installation means Installation, Demonstration, Training and Hand over by vendor's representative) at RMIC library premises, certified by Secretary-RMIC or his authorized representative:**

**Installation & Demonstration:** To Install & demonstrate the whole function / working procedure at RMIC library premises certified by Secretary-RMIC or his authorized representative.

**Training & Hand Over:** To train the concerned personnel of RMIC for independent operation of the supplied / installed item and its accessories at RMIC library premises certified by Secretary-RMIC or his authorized representative. After successful training, handing over shall be done by vendor.

#### **c. MAINTENANCE SERVICE (Maintenance Service means Maintenance of Overhead type Planetary Scanner by vendor's representative) at RMIC library premises: -**

**Preventive Maintenance Service:** Preventive Maintenance Service means preventive check-up of the scanner by authorised representative of the vendor on half-yearly basis. This service shall be given by vendor starting from the date of completion of warranty as offered by vendor i.e. after completion of N<sup>th</sup> year as per Price Schedule for (5-N) years, i.e., up to 5 years. This maintenance service shall be done on a date mutually agreed by vendor & RMIC within every half-yearly period.

**Breakdown Maintenance Service:** Breakdown Maintenance Service means attending any malfunction / breakdown of the scanner or accessories including software etc. by authorised representative of the vendor as and when reported by RMIC in writing. This service shall be offered by the vendor within 3 days from such written intimation by RMIC & the scanner shall be made operational within 7 days from such reporting. This service shall be given by vendor starting from the date of completion of warranty as offered by vendor i.e. after completion of N<sup>th</sup> year as per Price Schedule for (5-N) years, i.e., up to 5 years.

### **(iv) TIME / COMPLETION SCHEDULE FOR SUPPLY, INSTALLATION, DEMONSTRATION, TRAINING AND HANDING OVER: -**

The successful bidder will be required to ensure completion of Delivery, Installation, Demonstration, Training and Handing over of Overhead type Planetary Scanner within a period of **three weeks** from the date of award of the Purchase / Work Order.

Maintenance Service shall be provided by vendor after completion of N<sup>th</sup> year as per Price Schedule for (5-N) years, ending on completion of the 5<sup>th</sup> year.

### **(v) CONSIGNEE: -**

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Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.

(vi) **PAYING AUTHORITY:** -

Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.

(vii) **PAYMENT TERMS:-**

- A. **Supply & Installation:** 100% of order value shall be payable within 6 weeks from the date of completion of Supply, Installation, Demonstration, Training and Handing over of Overhead type Planetary Scanner at the designated place at RMIC on submission of GST Invoice (in triplicate) along with material receipted challan (duly certified by consignee), Operation & Maintenance (O & M) Manual, Warranty / Guarantee Certificate, Newness certificate & other documents as per tender requirement. Supply and Installation means completion of supply and installation as defined in Clause (iii)a & (iii)b respectively of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).
- B. **Maintenance Service:** Maintenance Service charges of Overhead type Planetary Scanner shall be payable on half-yearly basis against submission of invoice, within 6 weeks from the date of completion of the half-yearly period on submission of GST Invoice (in triplicate) along with certificate for successful completion of half-yearly maintenance service (which includes Preventive Maintenance Service and Breakdown Maintenance Service, if any) duly certified by RMIC. Maintenance Service means completion of supply and installation as defined in Clause (iii)c of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).
- C. **NO ADVANCE SHALL BE PAID. Payment shall be made through e-payment mode. Successful bidder shall have to submit the requisite details in RTGS format.**

(viii) **WARRANTY:** -

Bidder shall provide comprehensive warranty. The warranty period shall be clearly mentioned by vendor in their offer & the warranty shall start from the date of successful Installation, Demonstration, Training and Hand over. **This period of warranty is termed as "N" in years**, as per Price Schedule, during which the vendor has to provide preventive as well as break-down maintenance services in the form and manner as mentioned in SCC.

(ix) **SUBLETTING:** -

Successful bidder shall not sublet, transfer or assign the job or any part thereof to any agency, without the written permission of the Secretary of the Institute (RMIC).

(x) **TAXES AND DUTIES:**

1) <b>All taxes excluding GST with applicable Cess</b> but including, Charges, Royalties, any State or Central Levy and other Taxes for materials if any obtained for the work and for the execution of the contract shall be borne by the bidder and shall not be payable extra by RMIC.
2) Any increase in the above at any stage during execution including extension of the contract, if any, shall have to be borne by the vendor / contractor. Quoted / accepted rates / price shall be inclusive of all such requirements.
3) <b>GST with applicable Cess, legally leviable &amp; payable by the successful bidder as per GST Law, shall be paid extra by RMIC. Hence, Bidder shall not include GST with applicable Cess in their quoted price.</b>
4) The successful bidder shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on RMIC for this job.
5) <b>Since GST on output will be paid by RMIC separately as enumerated above, bidder's quoted rates / price should be after considering the Input Credit under GST law at their end.</b>
6) TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the bill unless exemption certificate from the appropriate authority / authorities is furnished.
7) TDS under GST shall be deducted at applicable rates on gross invoice value from the bill.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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- 8) Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred there under) wherein the 'Bill To' details shall be as per following.  
RMIC GSTN – **19AAAAR1077P2ZZ**  
NAME - **RAMAKRISHNA MISSION INSTITUTE OF CULTURE**  
ADDRESS – **SECRETARY, RAMAKRISHNA MISSION INSTITUTE OF CULTURE, GOL PARK, KOLKATA-700029, WEST BENGAL.**  
Bidder to intimate immediately on the day of removal of Goods (in case of any supply of goods) to RMIC along with all relevant details and a scanned copy of Tax Invoice through following communication mode for enabling RMIC to meet its GST related compliances  
Portal & Portal Address –  
**SECRETARY, RAMAKRISHNA MISSION INSTITUTE OF CULTURE, GOL PARK, KOLKATA-700029, WEST BENGAL, E-mail ID: [rmic.library@gmail.com](mailto:rmic.library@gmail.com) with Copy to: [golpark.rmic@rkmm.org](mailto:golpark.rmic@rkmm.org).**  
In case of delay in submission of the abovementioned documents on the date of dispatch, RMIC may incur penalty / interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from the successful bidder, if such delay is attributable to the bidder.
- 9) In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with Section 31 of GST Act & Rules referred there under.
- 10) Bidder shall Comply with the Time limit prescribed under the GST Law and rules thereof for raising of the tax invoice. If any supply of goods is applicable, Bidder shall also ensure prompt delivery of Goods after dispatch.
- 11) Bidder shall note that in case GST credit is delayed/ denied to RMIC due to delayed / non receipt of goods and /or tax invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons attributable to the bidder, GST amount shall be recoverable from the bidder along with interest levied/leviable on RMIC, as the case may be.
- 12) Bidder shall upload the Invoices raised on RMIC in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by RMIC is denied or reversed subsequently as per GST Law , GST amount paid by RMIC towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on RMIC.
- 13) Way Bill: Successful Bidder to arrange for way bill / e-waybill for any transfer of goods for the execution of the contract.  
The Bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants & machinery at site for execution of the works under this contract, Road Permit / Way Bill, if required, shall be arranged by the contractor and RMIC will not supply any Road Permit / Way Bill for this purpose.
- 14) Any new taxes & duties, if imposed subsequent to the due date of offer submission as per NIT & TCN, by statutory authority during contract period (including extensions for which delay is not attributable to the bidder), shall be reimbursed by RMIC on production of relevant supporting document to the satisfaction of RMIC. However, bidder shall obtain prior approval from RMIC before depositing any such new taxes and duties.  
Benefits and/or abolition of all existing taxes must be passed on to RMIC against new taxes, if any, introduced at a later date.
- 15) As per Anti-profiteering clause bidder shall pass on the benefit to RMIC in case of any reduction of the GST rate. Further any Excise Duty, VAT, CST, Service Tax, Entry Tax embedded in the price of the goods/services shall be passed on to RMIC.
- 16) **TCS Clause:**  
i. You may collect TCS under section 206C (1H) of Income Tax Act, 1961 if applicable.  
ii. In case, you collect TCS under section 206C (1H) of Income Tax Act, 1961, following compliance is required.  
(a) TAN and PAN of vendor should appear in all invoices/claims. Copy of TAN / TCS registration is to be submitted. (b) Amount of TCS and assessable value on which TCS has been calculated should be specified clearly in the invoice. (c) You shall be required to submit certificate of TCS in form no. 27d within 15 days from the due date for furnishing the statement of tax collected at the source.  
iii. In case, you do not collect TCS under section 206C (1H) of Income Tax Act, 1961, following declaration is to be submitted along with each invoice: - "I/We hereby declare that I/We are not required to collect TCS under section 206C (1H) of Income Tax Act, 1961, on this bill."  
iv. In event of failure to comply with the provisions of the act, or proper certificate not issued, or if tax collected but not remitted to the government, or for any other reason and thereby causing loss to RMIC, the same shall be recoverable from the vendor with applicable interest.  
v. You shall comply with all statutory amendment/notifications in this respect.  
vi. **PAN of RMIC is AAAAR1077P.**



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## PART – E: PRICE SCHEDULE / BID

(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)  
BIDDER SHALL FILL / QUOTE IN THIS FORMAT

(PART OF COVER-II - EN-02)

<b>Job</b>	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner including its Maintenance Service at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
<b>Tender No.</b>	RMIC-LIB/10/2021-22/02

Sl. No.	Description of item	All-inclusive F.O.R. Destination Price (INR)	GST [(CGST + SGST) / IGST] (% and amount in INR)		All-inclusive F.O.R. Destination Price including GST (INR)
<b>A</b>	<b>Main Item</b>				
1	Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner (A2++ Size) as per specification submitted in technical bid Ref. No. -----		(%)	Amount in INR	
2	Charges for Maintenance Service including supply of spares if any for the Overhead type Planetary Scanner (A2++ Size) for (5-N) years. Where, N = Number of years of warranty offered by vendor for the scanner within their quoted price under Sl. No. A1 above.		(%)	Amount in INR	
All inclusive F.O.R. Destination Price for Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner (A2++ Size) <b>and</b> Charges for Maintenance Service including supply of spares if any for the Overhead type Planetary Scanner (A2++ Size) for (5-N) years (inclusive of all taxes) <b>(In Figure INR)</b> (Sum of A1 & A2)					
All inclusive F.O.R. Destination Price for Supply, Installation, Demonstration, Training and Hand over of one number Overhead type Planetary Scanner (A2++ Size) <b>and</b> Charges for Maintenance Service including supply of spares if any for the Overhead type Planetary Scanner (A2++ Size) for (5-N) years (inclusive of all taxes) <b>(In Words INR)</b> (Sum of A1 & A2)					
<b>B</b>	<b>Optional Item</b>				
1	Charges for Maintenance Service including supply of spares if any for the Overhead type Planetary Scanner (A2++ Size) per year, for the period beyond 5 years from hand over, up to maximum 10 years.		(%)	Amount in INR	(in Figure & Words)

### **NOTE:-**

- 1) Bidder must quote for the items mentioned in tender, otherwise their offer shall be liable for rejection.
- 2) Offered Mechanical equipment, instruments & devices along with accessories must have technical compliance with tender Specification.
- 3) RMIC reserves the right to ask for demonstration of the offered model(s) of equipment, instruments, devices along with accessories, if so decided during Techno-Commercial evaluation.
- 4) For the items where Installation, Demonstration, Training and Hand over is applicable, vendor to include all-inclusive charges (including taxes duties etc.) for the same in their quoted price. No separate payment shall be made to vendor in this regard.
- 5) Quoted Price shall be firm throughout the currency of contract. No price variation / escalation claim shall be entertained by RMIC.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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- 6) Discounts offer by the vendor in price shall not be entertained by RMIC. (Ref. cl. no. 08. PART-B).
- 7) Bidder must quote the price elements mentioned in price schedule; any element left blank shall be construed as - the price is included in Total F.O.R. price.
  
- 8) **ALL INCLUSIVE F.O.R. DESTINATION PRICE FOR MAIN ITEM I.E. FOR ALL INCLUSIVE F.O.R. DESTINATION PRICE FOR SUPPLY, INSTALLATION, DEMONSTRATION, TRAINING AND HAND OVER OF ONE NUMBER OVERHEAD TYPE PLANETARY SCANNER (A2++ SIZE) AND CHARGES FOR MAINTENANCE SERVICE INCLUDING SUPPLY OF SPARES IF ANY FOR THE OVERHEAD TYPE PLANETARY SCANNER (A2++ SIZE) FOR (5-N) YEARS (INCLUSIVE OF ALL TAXES) SHALL BE TAKEN INTO ACCOUNT FOR EVALUATION & AWARDDING.**

**Example: In case the warranty offered by vendor for the scanner [in Sl. No. (viii) of SCC] is for 2 years, i.e. N=2; then the vendor shall quote Charges for Maintenance Service including supply of spares if any for (5-2) = 3 years in Sl. No. A2 of Price Schedule.**

- 9) **Optional item shall not be considered for evaluation. RMIC reserves the right to rationalize the rate of Optional item offered by the L-1 vendor with the minimum rate offered among the participating bidders. Optional item may be operated, if required by RMIC.**

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

**PART-H**

**FORMS AND PROCEDURES**

**THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

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**F-01**

**OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER  
(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)  
(PART OF COVER-I - EN-01)**

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Offer Reference No:.....

Date:.....

To,  
**Secretary, Ramakrishna Mission Institute of Culture,  
Gol park, Kolkata-700029, West Bengal.**

Dear Sir,

Sub: Submission of Offer against Tender Specification No: .....

I / We hereby offer to carry out the work detailed in the Tender Specification issued by **Ramakrishna Mission Institute of Culture, Kolkata-700029**, in accordance with the terms and conditions thereof.

I / We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents
- ii) Notice Inviting Tender (NIT)
- iii) Price Schedule – (Part-E)
- iv) Technical Specification & Special Condition of Contract (SCC) – (Part-C)
- v) General Conditions of Contract (GCC) - (Part-B)
- vi) Forms and Procedures – (Part-H)

I / We further agree to execute all the work referred to in the said Tender document(s) upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Place:

Date:

**THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/02

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**F-02**

**RTGS FORMAT**

**(PART OF COVER-I - EN-01)**

**Form for getting payment through RTGS (Real Time Gross Settlement)**

- 01. NAME OF VENDOR
- 02. ADDRESS
- 03. VENDOR'S BANK A/C NAME
- 04. VENDOR'S BANK A/C NO.
- 05. NAME OF BANK
- 06. NAME OF BRANCH
- 07. BRANCH PH. NO.
- 08. CITY
- 09. IFSC CODE OF THE BRANCH

THE CHARGES IF ANY FOR PAYMENT THROUGH RTGS MAY BE RECOVERED FROM THE BILL SUBMITTED BY US.

SIGNATURE OF AUTHORISED  
REPRESENTATIVE OF VENDOR WITH DATE &  
SEAL

CONFIRMATION BY BANKER WITH  
OFFICE SEAL

Note :

- 1. Cancelled cheque may also be submitted along with this format.
- 2. Incorrect information will create accounting complications and payment will be delayed.

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**F-03**

**Vendor Details**

**(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)**

**(PART OF COVER-I - EN-01)**

1. **Name & address of the vendor / company:**
  
2. **PAN No. of the vendor / company (scan copy of PAN Card):**
  
3. **Contact Person for the vendor / company**
  
4. **Mobile number & E-mail of the contact person**
  
5. **GST registration no. (scan-copy of GST registration Certificate):**

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

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