

SPECIFICATION FOR THE SUPPLY OF BARCODE SCANNERS

Hand held barcode reader with hands free stand and USB Chord

Specifications

Physical characteristics

Scanner type	:	Bi Directional
Light source	:	650nm visible laser diode
Scan Element frequency	:	50 Hz
Scan Rate	:	100 scans per second
Normal Working Distance	:	4cm to 40 Cm (code 39)UPC
Decode Capability	:	UPC/EAN ,UPC/EAN with supplementals, UPC/EAN 128, CODE 39, CODE 39 Full ASCII, CODE 39 Trioptic, CODE 128, CODE 128 full ASCII
Interfaces supported	:	USB (Plug and play) Keyboard wedge
Warranty	:	Minimum 5 years warranty
Electrical Safety	:	Certified to UL 1950, CSAC 22.2 No:950, EN60950/IEC950
Laser safety	:	CDRH Class II, IEC Class 2
Patents	:	Patented technology for heavy usage

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1. INSTRUCTIONS TO BIDDERS.

1.1 SALE OF BIDDING/ TENDER DOCUMENTS AND USE OF BID DOCUMENT

1. The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIT). The complete bidding document shall be placed on the e-tendering portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
2. Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.

1.2 PERIOD OF VALIDITY OF BIDS.

1. Bids submitted by the bidders shall remain valid during the period specified in the NIT/ bidding document. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.

1.3 FORMAT AND SIGNING OF BIDS

1. Bidders must submit their bids online at e-tendering portal i.e. <https://etenders.kerala.gov.in>.
2. All the documents uploaded should be digitally signed with the DSC of authorized signatory.
3. The tender is "Two Bid" document, namely Technical Bid and Financial bid
4. The technical bid should contain all the relevant information
 - a) Scanned copy of sealed and signed NIT
 - b) Scanned copy of sealed and signed Preliminary Agreement in Stamp paper worth Rs. 200/- (as per the format enclosed)
 - c) Compliance statement of the product offered (as per the format enclosed)
 - d) Authorisation certificate along with copy of PoA/ Board resolution stating that Auth. Signatory can sign the bid/ contract on behalf of the firm.
5. The Financial Bid should contain the following
 - a) Price Bid of Tender - only rate for the item and should be upload as per the prescribed format.
 - b) Covering letter with authorisation as per the format enclosed

1.4 TENDER FEES

Tender fees is paid online <https://etenders.kerala.gov.in> through e-payment gateway.

1.5 ELIGIBILITY DOCUMENTS

1. Bidder's Authorisation Certificate along with copy of PoA/ Board resolution stating that Auth. Signatory can sign the bid/ contract on behalf of the firm.

1.6 FINANCIAL BID SHALL INCLUDE THE FOLLOWING DOCUMENTS

1. Covering Letter – Financial Bid on bidder's letter head duly signed by authorized signatory as per the format enclosed. Financial Bid As per BoQ (.XLS) format available on e-tendering portal) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted online e tendering portal along with the Bid and in the prescribed format only. Non submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.
2. **Cost & Language of Bidding.**
 1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 2. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/Malayalam language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

1.7 ALTERNATIVE/ MULTIPLE BIDS:

1. Alternative/ Multiple Bids shall not be considered at all.

1.8 BID SECURITY (EMD):

Every bidder participating in the procurement process will be required to furnish the bid security as specified.

1. Online e-payment of EMD or Bid security and processing fee is the only method of payment in this process.
2. Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
3. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
4. The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases: -
 - i When the bidder withdraws or modifies its bid after opening of bids;
 - ii When the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;

- iii When the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - iv When the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
5. Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
 6. No interest shall be payable on the bid security.
 7. In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
 8. The procuring entity shall promptly return the bid security after the earliest of the following events.
 - i the expiry of validity of bid security;
 - ii the execution of agreement for procurement and performance security is furnished by the successful bidder;
 - iii The cancellation of the procurement process; or the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

1.9 DEADLINE FOR THE SUBMISSION OF BIDS

1. Bids shall be received online at e-tendering portal and up to the time and date specified in the NIT.
2. Normally, the date of submission and opening of Bids will not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIT and shall also be placed on the e-tendering portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a nonworking day, the Bids shall be received or opened on the next working day.

1.10 WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS.

1. If permitted on e-tendering portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financials) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
2. Bids withdrawn shall not be opened and processes further.

1.11 OPENING OF BIDS

1. The Bids shall be opened by the tendering authority on the date and time mentioned in the NIT in the presence of the bidders or their authorized representatives who choose to be present.
2. The tendering authority shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall

also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list.

3. All the documents comprising of technical Bid shall be opened & downloaded from the e-tendering website (only for the bidders who have submitted the prescribed fee(s)).
4. The tendering authority shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
 - i. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
 - ii. bid is valid for the period, specified in the bidding document; bid is unconditional and the bidder has agreed to give the required performance security; and other conditions, as specified in the bidding document are fulfilled any other information which the tendering authority may consider appropriate.
5. No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document and processing fee and bid security.
6. The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

Acceptance of the successful Bid and award of contract:

1. The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
2. Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
3. Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
4. A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
5. The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
6. Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
7. As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
8. If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent/ Acceptance (LOI/ LOA) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
9. The bid security of the bidders who's Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

1.12 INFORMATION AND PUBLICATION OF AWARD:

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIT.

1.13 RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

The KTU reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Purchaser makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

1.14 PERFORMANCE SECURITY

1. Prior to execution of agreement, Performance security shall be solicited from all successful bidders.
2. The amount of performance security shall be 5%, or as may be specified in the bidding document, of the amount of supply order in case of procurement of goods and services.
3. Performance security shall be furnished in any one of the following forms: -
 - a. Deposit through e payment;
 - b. Bank Draft or Banker's Cheque of a scheduled bank;
 - c. Bank guarantee/s of a scheduled bank

1.15 FORFEITURE OF SECURITY DEPOSIT:

1. Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
2. Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
3. No interest shall be payable on the PSD.

25 SIGNING OF CONTRACT

1. Contract Finalisation and Award: KTU shall reserve the right to negotiate with the Bidder whose proposal has been ranked best value bid on the basis of Technical and Commercial evaluation to the project, as per guidelines provided by CVC. On this basis the draft contract would be finalized for award and signing.
2. After KTU notifies the successful bidder that its proposal has been accepted, KTU shall enter into contact, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between KTU and the successful bidder. The draft Service Level Agreement and draft Master Service Agreement are provided in Annexure IV.
3. Failure of the successful bidder to agree with the draft Legal Agreement and Terms & Conditions of the RFP be the sufficient grounds for the annulment of the award, in which event KTU may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such case, KTU shall invoke the EMD of the most responsive bidder.

8.1 RESPONSE FORMAT (PROPOSAL FORMAT)

FORM OF TENDER

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof as may be decided by the Kerala Technological University, at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

*I/We am /are remitting/have separately remitted the required amount of Rs.....(also in words) as EMD and Rs.....(also in words) as Processing fee (by e-payment).

Yours faithfully,

(Signature)

(Address)

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