



EMPLOYEES' TRUST FUND BOARD

PROCUREMENT OF GOODS UNDER NATIONAL SHOPPING PROCEDURE

INVITATION FOR QUOTATIONS

SUPPLYING OF ADF SCANNER A3

FILE NO. : ETF/PROC/A/2021/129

NPA/SBD/GOODS/01



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ஊழியர் நம்பிக்கையைப் பொறுப்பு நிதியர் சனாதி
EMPLOYEES' TRUST FUND BOARD
1 වන මහල, කළුතරේ මහලේකම් කාර්යාලය, ක.පෙ. 807, කොළඹ 05.
1 மாடி, தொழில் செயலகம் அலுவலகம், தயால் பெட்டி இலக்கம் 807, கொழும்பு 05.
1st Floor, Labour Secretariat, P.O. Box. 807, Colombo 05.

02.12.2021

File No. : ETF/PROC/A/2021/129

To : Manager,

Dear Sir,

BIDS INVITE FOR : SUPPLYING & INSTALLATION OF ADF SCANNERS

We are pleased to invite bids for the above and the bid document with all the details is submitted herewith.

Therefore, you are requested to submit the bids to reach Manager (Procurement), Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.

Bids shall be deposited to the Tender **Box No. 05**, kept at Procurement Section, Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.

Deadline for submission of quotations is at **10.30 a.m. on 17.12.2021 (Friday)** and the bid opening process shall be carried out immediate afterwards of the deadline.

For further information, please contact; **for Scanner** - AGM (IT) – Tel. No. 071 7064633 and for **Procurement clarifications – Manager (Procurement) – 011 7747236 / 011 2806198** and email; mgrproc@etfb.lk

Thank you,

T.M.I. Amidon
Manager (Procurement)
Tel : 077 5861650 - email; mgrproc@etfb.lk

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	<p>1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.</p>
B: Contents of Documents	
2. Contents of Documents	<p>2.1 : The documents consist of the Sections indicated below.</p> <p style="margin-left: 40px;">Section I. Instructions to Vendors (ITV) Section II. Data Sheet Section III. Schedule of Requirements Section IV. Technical Specifications & Compliance with Specifications Section V. Quotation submission Form(s)</p>
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 : The Quotation shall comprise the</p> <p style="margin-left: 40px;">(a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications</p>
4. Quotation Submission Form and Price Schedules	<p>4.1 : The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 : Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1: Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 : The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3: The applicable VAT shall be indicated separately.</p>

	5.4: Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial Responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued , it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> a. the Price as quoted; b. price adjustment for correction of arithmetical errors; c. price adjustments due to discount offered <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
F: Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>

19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
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Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is Employees' Trust Fund Board Address : 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. The bidder shall respond to all the items
7.3	Manufacture's Authorization is required
11.1	Address for submission of Quotations is ETF Board Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5 Tender Box No. 05 Deadline for submission of quotations is : or before : 10.30 a.m. on 17th December 2021 (Friday)
13	The quotations shall be opened at the following address immediately after closing of the bids: ETF Board Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.
16.3	Other factors that will be considered for evaluation are: <ul style="list-style-type: none"> i. Technical specifications in Section IV of the document ii. The company shall be more than 03 years in the relevant business iii. The company's financial turnover shall be recorded as more than LKR 30 million in the financial statements in 2017, 2018 & 2019. iv. Business Registration of the Company v. Delivery period, ability of supplying the items within the given period vi. The said bidder must be manufacture \ Manufactures authorized distributor or business partner, relevant documents shall be submitted as to prove the claim. vii. The bidder must have a pool of technical staff to respond any technical inquiries and should provide the technical qualifications and contact details of the team. viii. The bidder must provide the customer references on selling the quoted scanner model and Document Management System. <p>The bidder shall submit proof evidences for the above criteria.</p>

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
[insert item No]	[insert description of Goods]	[insert quantity of item to be supplied]	[insert unit]	[insert place of Delivery]		[insert the number of days following the date of issuing Purchase Order]	[insert the number of days following the date of issuing Purchase Order]
Lot 1.	Document Scanner A3	18	Nos.	ETF Board, Stores, No.44/5, Narahenpita Road, Nawala	Bidder shall deliver the items free of charge to the ETF Board	30 days	

Name of Bidder
[Insert complete name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date *[Insert date]*

Company Seal:

1. Scanner – Technical Specifications

Clause No.	Purchaser's requirement		Bidder's responses (Please submit clear description) <i>The answers such as YES/NO/Complied shall not be considered</i>	Remarks
4.1	Make & Model	Bidder shall specify		
4.2	Country of Origin/ Manufacture	Bidder shall specify		
4.3	Manufacturing Year	Bidder shall specify		
4.4	Optical Resolution	600 dpi or higher		
4.5	Output format	Color : 24-bit, 8-bit, 4 bits; Grayscale: 8- bits, 4 bits; Monochrome: 1 bit		
4.6	Duplex ADF Scanning	Compulsory		
4.7	Paper path	Straight path		
4.8	Scan Speed	B & W: 60 ppm/120 ipm 200 dpi and 300 dpi Gray Scale: 60 ppm/120 ipm 200 dpi and 300 dpi Color : 60 ppm/120 ipm 200 dpi and 300 dpi (A4 landscape)		
4.9	Max. / Min. Document size	Min : 2in x 2.8in or better Max: 12in x 17in or better and Continuous Paper		
4.10	Paper Thickness (Paper weight)	27 to 413 g/m ² (7.2 to 110 lb) A8 size: 127 to 209 g/m ² (34 to 56 lb) Plastic Cards 1.38mm (0.054in) or better		
4.11	Duty Cycle	17,000 pages per day or more		
4.12	Interface	HI speed USB 2.0 and USB 3.0		

4.13	Auto Document Feeder Capacity	100 sheets or above (Letter / A4)		
4.14	Scan Technology	CCD - Charge Coupled Device		
4.15	Multi Feed Detection	With ultrasonic technology and length detection		
4.16	Paper protection	Stable paper feeding mechanisms, minimum risk of document damage with monitoring paper feed distance, Skew Reducer mechanism		
4.17	Scan File Format	Single and multi-page TIFF, JPEG, BMP, PDF, searchable PDF		
4.18	Scan Settings	Automated through Front Panel Touch Button		
4.19	Drivers and Software	Should be provided by the Supplier (please mention everything provided)		
4.20	Integration	Direct Integration through the SDK to the existing electronic document management solution		
4.21	Operating System Support	Microsoft® Windows® 8, 8.1 and 10 (32bit and 64bit)		
4.22	Power	100-240 V; 50-60 Hz		
4.23		Deskew; Autocrop; Relative cropping; Fixed crop; Automatic orientation		
4.24	Image Enhancement Features (should support specified features or equivalent features)	Background Color Smoothing; Automatic Brightness/ Contrast; Automatic Color Balance		
		Dual stream scanning (Color and B&W together)		
		Intelligent image edge fill; Image merge; Content		
		Intelligent image edge fill; Image merge; Content-based blank page detection; Streak filtering;		
		Electronic color dropout; all-color dropout; multi-color dropout		
4.25	Warranty	Comprehensive warranty Parts, Labor, onsite for 3 years and Original equipment manufacturer should have a local parts depot in Sri Lanka		
4.26	Manufacturer Authorization Letter	Bidder must provide Manufacturer Authorization letter from original manufacturer with the bid		

4.27	Certification for the manufacture	ISO 9001-2015 for Manufacturing of the Offered unit		
4.28	Certification for the bidder	ISO 9001-2015 certification for after sales services for computer and computer related products		
4.29	Response time	To be responded within 4 hrs, and resolved within 8 hrs. Equipment should be replaced temporarily with similar equipment, if the defect could not be resolved within maximum of 24 hrs.		
4.30	Extended warranty	For 4 th year (please specify)		
		For 5 th year (please specify)		

Name of Bidder

[Insert complete name of Bidder]

Date *[Insert date]*

Signature of Bidder

[Signature of person signing the Bid]

Company Seal:

Section V-Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accepted.]

Date:

To: Chairman – Procurement Committee
Employees’ Trust Fund Board

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods:

1.	
2.	
3.	
4.	

(Insert a brief description of the Goods)

- (c) The total price of our quotation including any discounts offered is[insert the total quoted price in words and figure]
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: [insert signature of person whose name and capacity are shown]

Name: [insert complete name of person signing the Bid Submission Form]

Dated:

Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin &Country of Manufacture	Quantity	unit	Unit price	Sub Total]	Inland transportation and other services	Total Price for Item (Without VAT)	VAT
[insert number of the item]	[insert name of Goods]	[insert country of origin &Country of manufacture of the Good]	[insert number of units to be supplied]	[insert unit]	[insert price per unit]	[(7) = (4) x (6)]	[insert total cost of line item for inland transportation and other services required]	[(9) = (7) x (8)]	[insert total VAT of line item]
1	ADF Scanners A3		18	Units					
Total									

Name of Bidder
[Insert complete name of Bidder]
 Date *[Insert date]*

Signature of Bidder
[Signature of person signing the Bid]
 Company Seal:

Format for Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a quotation the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

