



Government of the Punjab
Board of Revenue
Project Management Unit
No.PMU(BOR)/ PICTM/2-1/2009
Ph: 042-37581648 Fax: 042-37522498
Dated Lahore,

To,

Subject: **REQUEST FOR QUOTATION (RFQ) FOR PROVISION OF SCANNERS UNDER LAND RECORDS MANGEMENT & INFORMATION SYSTEMS PROJECT (PHASE-I), PUNJAB.**

Land Records Management & Information Systems (Phase I) is a World Bank Assisted Project of the Board of Revenue, Government of the Punjab. The Project Management Unit, Board of Revenue intends to procure scanners. You are requested to provide a quotation for scanners with following specifications: -

1. Technical Specifications

Item-1	Flatbed Document Scanner	Quantity-8
Sr. No.	Item	Description
1.	Scanner Type	Flatbed
2.	Hardware Scan Resolution	At least 1200dpi
3.	Bit Depth	24 bit or higher
4.	Scan Size (Flatbed)	A4, Letter, 8.5 x 14 or larger
5.	Scan file format	Windows: JPEG, TIFF, PDF & PDF Searchable
6.	Button functions	At least, Cancel, Copy, Power Save, Scan document to, buttons
7.	LCD display	Required
8.	Connectivity	USB 2.0
9.	Software	Scanning / Utility Software
10.	Accessories	USB Cables, Power Cables / Power Adaptor



Item-2	Sheet Fed/ ADF Scanner	Quantity-1
Sr. No.	Item	Description
1.	Scanner Type	Sheetfed / ADF
2.	Hardware Scan Resolution	600 Dpi or higher
3.	Sheetfed / ADF Capacity	50 Sheets or More
4.	Scan Speed	18 ppm or higher at 200dpi on Color
5.	Bit Depth	24bit
6.	Max Scan Size	8.5 x 14 inch or larger
7.	Scan file format	Windows: JPEG, TIFF, PDF & PDF Searchable
8.	Connectivity	USB 2.0
9.	Software	Scanning / Utility Software
10.	Accessories	USB Cables, Power Cables / Power Adopter

2. Delivery Schedule

- a. The supplier is responsible for delivery of equipment to the final place of destination at it's own cost.
- b. The delivery schedule is as under.

Service Center	Flatbed Scanner	Sheetfed Scanner	Delivery Date
Lahore City	2	1	5 Days from Issue of Purchase Order

3. Qualification Requirements

- a. The supplier must provide a manufacturer authorization letter.
- b. The supplier must provide NTN, GST and company registration certificate.
- c. The equipment quoted must be branded and of International repute. The quotation(s) if any, for unbranded equipment shall be treated as non-responsive.
- d. The Purchaser shall award the purchase order to the supplier that offers the lowest evaluated price that meets the technical specifications and qualification requirements.



- e. In accordance with Para 1.8 of the Guidelines: Procurement under IBRD Loans and IDA Credits, dated May 2004, the Bank permits firms and individuals from all countries to offer goods, works and services for Bank-financed projects. With reference to paragraph 1.8(a)(i) of Procurement Guidelines under IBRD Loans and IDA Credits following countries are excluded from this bidding.

- i) India
- ii) Israel

4. Performance Security

- a. The Vendor / Supplier is required to submit 2% performance security in the form of DD, PO, Bank Guarantee. The Performance security shall be released when the tenure for after sales services / warranties expired.

5. Terms & Conditions.

- a. The period of validity of the Warranty shall be, “1 Year” “Comprehensive” and “On Site” from the date of acceptance of equipment.
- b. The period for repair or replacement shall be: 3 Working days. Subject to approval from the Purchaser, the time mentioned may be extended accordingly.
- c. If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the RFQ, the Purchaser may deduct from the PO Price, as liquidated damages, a sum equivalent to 0.5% per week up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may terminate the purchase order.
- d. The Supplier shall not be liable for forfeiture of its liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations as a result of an event of Force Majeure. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.



- e. Technical brochures must be provided with the quotation.
- f. Based on the quotation/information provided by you, the evaluation of quotation shall follow sound public sector practices of the purchaser. The terms & conditions of the accepted offer shall be incorporated in Purchase order.
- g. The Project Management Unit for Land Records Management & Information Systems, Board of Revenue, Punjab will not be responsible for any costs or expenses incurred by firms in connection with the preparation or delivery of quotations.
- h. The PMU-BOR reserves the right to accept or reject one or all the quotations either fully or partially without assigning any reason.
- i. All prices quoted must include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any variation in government taxes or foreign currency exchange rate will be on suppliers account.
- j. The firms should clearly mention terms and conditions of service agreements for the supplied equipment after the expiry of initial warranty period. In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers.
- k. Complete payment will be made only after the acceptance of equipment.

6. Inspections & Tests

In addition to the inspections and tests carried out by the Supplier the nominated team of the Purchaser will perform the following inspections /tests within 10 days of delivery of equipment and will issue an NOC on acceptance of equipment.

- a. Check the conformance of supplied equipment with the specification of this RFQ Document.
- b. The Purchaser will verify the part number / serial number of equipment provided from the manufacturer's website to



- establish if the goods provided are genuine and as per packing list.
- c.** That the equipment is brand new and in working condition.
 - d.** Any other tests that may include physical, electrical and/or software verification but not limited to it.
- 7.** If, so desired please offer your sealed quotation including technical specifications, Price including all taxes at the destination, Delivery Schedule and validity of quotation. The quotation should be sent to this office latest by Saturday, 20th Aug, 2011.

**Provincial Network System
Administrator**