



बौद्धिक सम्पदा भारत  
एकस्य/अनिकल्प/व्यापार चिह्न  
भौगोलिक संकेत/पेटेंट सूचना पद्धति

INTELLECTUAL PROPERTY INDIA  
Patents/Designs/Trade Marks  
Geographical Indications/  
Patent Information System



भारत सरकार

GOVERNMENT OF INDIA  
व्यापार चिह्न रजिस्ट्री  
TRADE MARKS REGISTRY

बौद्धिक सम्पदा भवन/BOUDDHIK SAMPADA BHAWAN  
सीपी/CP-2, सेक्टर/Sector-V, साल्ट लेक /SALT LAKE  
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संख्या/No.

A/561(a)

दिनांक/Date :

26/8/11

### Public Notice for Quotation to supply Scanners with scanning software(s)

The Trade Marks Registry, Kolkata is in process of digitizing office documents which are mostly bulky and for this purpose requires heavy duty scanners.

Sealed quotations are invited for supply of Scanners with Scanning software(s) from the manufacturers, authorized vendors, Kendriya Bhandar/NCCF or any Govt. authorized society as per the specifications and quantity given below-

**No. of Scanners: 4 (Four)**

**Details of specifications:-**

Optical resolution	600dpi
Speed	30 page per minute (minimum)
	Should be able to scan both sides of page in a single pass
Should be capable to do bitonal/greyscale/colour scanning	
Should be able to scan variety of paper types & sizes	From business card to A-4 size paper
ADF capacity	50 pages of 75 g/sq. m
Software	All necessary software(s) enabling scanner to perform efficiently and to save scanned document in single or multipage TIFF, PDF, JPEG or BMP file formats; and should be Supported with Operating Systems- Windows XP SP2/SP3 (32-bit), Windows XP x64 edition SP2, Windows 2000 Professional SP4, Windows Vista SP1 (32-bit and 64-bit), Windows 2003 Server x64 edition
Connectivity	USB 2.0

**The important dates**

a) **Last Date and time for Submission of Quotation:** The last date to submit sealed quotation is 7<sup>th</sup> September, 2011 till 5.30 p.m.

b) **Address and place for submission of quotations:** The quotations (consisting of two sealed envelopes-one for 'technical specification' including bidder's contact details, and other for 'rate per unit', put up in one big

envelope) may be submitted in sealed envelope superscripting '**Quotation for supply of Scanners with Scanning software(s)**' to the Trade Marks Registry office Kolkata addressed to Smt. J. Sen , Trade Marks Registry office, IPO building, CP-2, Sector 5, Salt Lake City, Kolkata-700091.

**Terms & Conditions:**

1. The office will, at first, consider the technical specification of the scanners with software(s). If needed, the bidders may be called upon to demonstrate their products. The financial bids (consisting of rate per unit) of only those bidders will be opened whose products are considered to have admissible specifications.
2. Price quoted should be for one unit scanner with all necessary software(s), and it should be inclusive of all applicable taxes and levies.
3. The office reserves the right to change the quantity as per its requirement at any stage. .
4. Delivery should be within **1 week** from the date of receipt of order for supply.
5. The Office reserves the right to reject any or all quotations without specifying any reasons thereof.
6. In case of delay, penalty at the rate of 0.5% per day of the ordered value shall be charged (maximum penalty up to 5 % of the order value can be deducted). If the delay is more than ten days the order shall stand cancelled.
7. No Advance payment shall be made by the office. The bill for Payment may be submitted only after installation and demonstration of successful functioning of the products.
8. Warranty: minimum one year or as per the offer of manufacturing company, whichever is more.
9. All disputes should be within the jurisdiction of Kolkata.
10. The Vendor has to submit documentary proof of Sales Tax/PAN etc.



( Ratan Shalya)  
Senior Examiner of Trade Marks  
(Head of Office).