

GOVERNMENT OF ASSAM
ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ANCILLARY BLOCK, ASSAM SECRETARIAT, DISPUR, GUWAHATI-781006
 Phone: 0361-2237221 (O), Fax- 0361- 2237010; E-mail: sdma-assam@gov.in

REQUEST FOR BID

No. 392091/219

Dated: 23.07.2026

Assam State Disaster Management Authority (ASDMA) invites offline bids affixing court fees stamp of Rs. 10/- from reputed Firm/Dealers/Agency for the “**Supply of 4 (four) nos. of High Speed Document Scanner for the Office of ASDMA with a comprehensive onsite warranty for a period of minimum 1 year**” located at Janata Bhawan, Dispur, Guwahati-781006.

The detailed specifications are listed below Tables:

Sl. No.	Name of Item	Qty.
1.	High Speed Document Scanner Machine	4

Sl. No.	Parameter	Specification
1	Document Feeding	Automatic or manual sheet feeding
2	Document Size	Width: 50.8 - 216mm Length: 53.9 - 356mm
3	Document thickness and weight	Automatic Feeding: 0.04 - 0.3mm, 27 - 255g/m ² Manual Feeding: 0.04 - 0.25mm, 27 - 209g/m ²
4	Card size and thickness	Size: 54 x 86mm Thickness: 1.4mm
5	Passport	4mm (include carrier sheet)
6	Feeding Capacity	60 sheets (80g/m ²)
7	Scanning Element	CMOS CIS
8	Light Source	LED (red, green, and blue)
9	Scanning Side	Simplex / Duplex
10	Scanning Modes	Black and white, Error diffusion, Advanced Text Enhancement II 256-level Greyscale 24-bit Colour
11	Scanning Resolutions	100 x 100dpi, 150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi
12	Scanning Speed* (A4 / L, Portrait, 200dpi)	Black and White: 45ppm (simplex) / 90ipm (duplex) 256-level Grayscale: 45ppm (simplex) / 90ipm (duplex) 24-bit Colour: 30ppm (simplex) / 60ipm (duplex)
13	Useful Functions	Double feed detection, Advanced text enhancement, Skip blank page, Prescan, Auto paper detection, Deskew, Batch separation, Colour drop-out, Colour enhancement, Text orientation recognition, Continuous scanning, Edge enhancement, Preset gamma curve, Scan area settings, Multistream settings, Folio scanning, Remove background, Moire reduction, Background smoothing, Full auto mode.
14	Interfaces	Hi-Speed USB 2.0

15	Software	ISIS / TWAIN Driver, CaptureOnTouch, CapturePerfect, eCopy PDF Pro Office, Kofax VirtualReScan Basic or equivalent
16	Power Requirements	AC 100 - 240V (50 / 60Hz)
17	Power Consumption	Scanning: 19W Sleep Mode: 1.4W Power Turned Off: 0.1W
18	Operating Environment	10 - 32.5°C Humidity: 20 - 80% RH
19	Dimensions (W x D x H)	291 x 253 x 231mm, with feed trays closed
20	Weight	2.8kg, excluding AC adapter
21	Options / Consumables	Flatbed Scanner Unit 102, Barcode Module, 2D code Module, Exchange Roller Kit (feed roller, retard roller, document holding guide), Carrier Sheet (A4).

Terms and Conditions:

- a. Price quotation should be inclusive of all taxes as applicable.
- b. The rates are to be quoted in figures as well as in words.

Eligibility Criteria/ Qualification for the Bidders:

- c. The Bidder must be incorporated & registered in India, under the Indian Companies Act/Societies Registration Act/Firm Registration Act/Trust Act with minimum of 1 year experience in the relevant field. (Proof of Registration and experience should be submitted).
- d. Bidders should have experience in the relevant areas and shall have at least three completed work orders within F.Y. 2023-24, 2024-25 & 2025-26 from Government organization, State Government organization and PSU. Completion certificate/ repeat orders and Purchase Order/Work Order/ Agreement signed with the client.
- e. Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.
- f. The Bidders shall provide an undertaking regarding the same.(Self-Declaration as per **Annexure 1**)
- g. The Bidders should have the Average Financial Turnover Rs 5.00 Lakhs during the last 3 years, ending 31st March 2025. Document related to Average Annual Financial Turnover along with audited balance sheet should be certified from Chattered Accountant (CA).
- h. The Bidders should have registered Office in Guwahati City, Assam. (Proof of office setup)
- i. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
- j. The Authority is not bound to accept the lowest quoted rate.
- k. Bidders may submit their bids by post or by hand or drop in the box earmarked by the Procuring Entity. The bid submitted by the Bidder shall be in Two envelope (Technical and Financial Proposal) and the envelopes containing the original & the copies shall then be enclosed in one single sealed outer envelope and shall comprise as per their prescribed annexures:

The parties are required to verify the terms and condition for **“Supply of 4 (four) nos. of High Speed Document Scanner for the Office of the office ASDMA with a comprehensive onsite warranty for a period of minimum 1 year”** from ASDMA during office hours. The bidder must submit on or before 30.07.2026, during Office Hours (3.00 PM).

Address for Communication and submission of Bid :

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ANCILLARY BLOCK, ASSAM SECRETARIAT, DISPUR, GUWAHATI-781006

The envelope containing bids should be super scribed "Supply of 4 (four) nos. of High Speed Document Scanner for the Office of the ASDMA.



(Alakananda Medhi, ACS)
Deputy Secretary & SPC
Assam State Disaster Management Authority

Memo No. No. 392091/217

Dated: 23.07.2026

Copy to:-

1. Addl. Chief Secretary & CEO, ASDMA for kind information.
2. The Finance Officer, ASDMA for information.
3. The System Expert, ASDMA to upload the RFQ in the official website of ASDMA.

(E-signed)

(Alakananda Medhi, ACS)
Deputy Secretary & SPC
Assam State Disaster Management Authority

Self-Declaration format**Annexure- 1****Self-Declaration**

To,

The Chief Executive Officer

Assam State Disaster Management Authority

Janata Bhawan, Dispur, Guwahati – 781006, Assam

Phone no- 0361-2237221

Sub: Self Declaration as a part of the Response to Notice Inviting Bid on **“Supply of 4 (four) nos. of High Speed Document Scanner for the Office of the office ASDMA with a comprehensive onsite warranty for a period of minimum 1 year”**.

Ref: Notice Inviting Bid No. :

Dear Sir,

In response to Notice Inviting Bid No. _____ dated dd/mm/yyyy as an employee of-----
----- in the capacity of -----, I/We hereby declare :

1. That our organization <organization name> is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.
2. That we are not currently debarred or blacklisted by any Government entity, PSU, Bank or corporate institution in India or abroad.

The declaration submitted by us is true and correct to the best of our knowledge and if it is proved otherwise at any stage of execution of the contract, ASDMA has the right to summarily reject the proposal and disqualify us from the process.

(Signature of the Bidders Signatory)

Name:

Designation:

Seal:

Date:

Financial Bid Format

Sl. No.	Description	Make and Model No.	Qty.	Basic Rate (in Rs.)	Tax (in Rs.)	Total Amount (in Rs.)
1	High Speed Document Scanner Machine		4 Nos.			
Grand Total (in Rs.)						

(Amount in words):

(N.B. : Rates should be inclusive of all taxes)