

बिहार कर्मचारी चयन आयोग, पटना
पो0-वेटनरी कॉलेज, पटना-14

निविदा सूचना

ज्ञाप संख्या-26/6/आ0

दिनांक-9.9.2017

बिहार कर्मचारी चयन आयोग, पटना द्वारा आयोजित की जाने वाली परीक्षाओं में प्रयुक्त ओ0एम0आर0 उत्तर पत्रकों की डिजाईनिंग, छपाई, आपूर्ति एवं परीक्षोपरान्त ओ0एम0आर0 उत्तर पत्रकों की स्कैनिंग, इमेजिंग एवं रिजल्ट प्रोसेसिंग कार्यों के लिए निविदाएँ आमंत्रित की जाती है। निविदा बंद लिफाफे में निबंधित डाक/स्पीड पोस्ट डाक से दिनांक-04.10.2017तक स्वीकार की जाएगी। निविदा की विस्तृत जानकारी आयोग के वेबसाईट <http://bssc.bih.nic.in> पर उपलब्ध है।


सचिव 09/09/17

बिहार कर्मचारी चयन आयोग, पटना।

BIHAR STAFF SELECTION COMMISSION

VETERINARY COLLEGE CAMPUS, PATNA

P.O. B.V. COLLEGE, PATNA, BIHAR

Website: <http://bssc.bih.nic.in>

e-Mail: secybssc@gmail.com

TENDER NO. BSSC-2017/01/OMR Date 07.09.2017

DETAIL NOTICE INVITING TENDER

1. About BSSC

Bihar Staff Selection Commission herein after referred as Commission or BSSC has been constituted under the Bihar Staff Selection Commission Act, 2002. The Commission after receiving requisitions from appointing authorities conducts examinations every year for appointment to various non-gazetted posts in different departments of the Govt. of Bihar.

Sealed Tenders (Two Bids Packet) in two parts, i.e., Part I - Technical Bid and Part II - Financial Bid are invited by the Secretary, Bihar Staff Selection Commission, Patna from eligible Bidders who have adequate experience and credentials in the concerned fields of work, for all the items mentioned below for entering into a contract to meet the requirements as specified in this tender document for a period of one year, extendable for another one year on satisfactory performance, from the date of award of work:-

Item	Scope of Work
A.	Designing, Printing & Supply of OMR Answer Sheets with Barcodes & Perforation-readable on OMR System, in the format (Specifications & Design) to be decided by the Chairman, Bihar Staff Selection Commission, Patna
B.	Imaging of OMR Sheet, Double Scanning of OMR Sheets of Candidate's Multiple Choice Response Part, Single Scanning of OMR Sheets of Candidate's related data Part, preparation of 100% error free Database and Result

Interested Agencies possessing adequate knowledge and experience in the concerned field of work may obtain Tender Documents from the Office of the **Bihar Staff Selection Commission** Patna on all working days till 12:00 noon on 09-10-2017 on payment of ₹5,000/- (Rupees Five Thousand) only by way of Demand Draft drawn in favour of the "**Secretary, Bihar Staff Selection Commission, payable at "Patna"**".

Alternatively, Bidder may download the tender documents from Commission's website <http://bssc.bih.nic.in>. The Bidders, who submit their Tender on documents downloaded from Commission's website <http://bssc.bih.nic.in>, will have to submit a Demand Draft of ₹5,000/- (Rupees Five Thousand) only in favour of the "**Secretary, Bihar Staff Selection Commission, payable at "Patna"**" towards the cost of tender documents, failing which the Tender will be summarily rejected.

Bidders may submit their bids in prescribed manner as mentioned in this Notice Inviting Tender for all of the above noted items on all working days before the closing date and time to the Office of **the Bihar Staff Selection Commission**, at the following address through Registered/Speed Post Only. The closing date and time is 2:00 p.m. on 09-10-2017. Submission by hand and courier or any other means is not acceptable.

To,

Secretary

Bihar Staff Selection Commission

Veterinary College Campus

P.O. B.V. COLLEGE

PATNA, BIHAR

PIN - 800014

Ph: 0612-2227727

I. IMPORTANT SCHEDULE:

A.	Start of Sale of NIT	15-09-2017
B.	Schedule of Pre bid meeting	4:00 p.m. on 22-09-2017
C.	Closing Date & Time of Submission of both Technical Bid & Financial Bid	2:00 p.m. on 09-10-2017
D.	Due Date & Time for opening of Technical Bid	3:00 p.m. on 09-10-2017
E.	Due Date & Time for opening of Financial Bid (only for those Bidders who will be able to qualify the scrutiny of the Technical Bids).	To be notified Later.

II. DETAIL SCOPE OF WORKS

A. Printing and Supply of OMR Answer Sheets:

SCOPE OF WORK

- (i) Printing of Blank OMR Answer Sheets in single colour readable on OMR System, in the format to be given by the Commission.
- (ii) The OMR Answer Sheets are to be printed with Barcodes at two specified places along with numbers and perforation as per the specification provided by the Commission. The size of the OMR sheet should be slightly less than the dimensions of A4 Size. The media used for printing should be 105 GSM map litho paper. Errors of any kind like misprinting, missing barcodes and number shall neither be permissible nor acceptable. In case of any defects, proportionate deduction will be made from the bill of the Bidder.

- (iii) The back of the OMR Answer Sheets should have instruction printed on it as per specification provided by the Chairman, Bihar Staff Selection Commission.
- (iv) The size of the OMR sheet should be slightly less than dimensions of A4 Size. The paper should be 105 GSM Map litho. The agency must ensure to deliver OMR sheets with 100% accuracy in terms of quality and quantity and shall furnish a Certificate to that effect with each supply.
- (v) The OMR Answer Sheets are to be packed in a bunch of 24 numbers, in good quality firm card-board packing after wrapping it with plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Chairman, BSSC, Patna.
- (vi) The Bidder has to submit a sample of Bar-coded OMR Answer Sheet with the Tender which needs to be kept in Technical Bid envelope.
- (vii) The OMR Answer Sheets must be delivered within 14 working days of placement of the finally approved design or as instructed to tenderer by the Chairman, BSSC, Patna. The place of delivery shall be decided by the Chairman, BSSC.

B. Scanning of OMR Answer Sheets:

SCOPE OF WORKS

- (i) The Bidder will carry out Double Scanning / processing of OMR Answer Sheets in the office premises of the Bihar Staff Selection Commission for which the Bidder shall set up a Team(s) in the said premises and bring adequate number of OMR Scanners, each having a scanning capacity of processing not less than 10,000 (Ten Thousand) OMR Answer Sheets (Double Scanning) per hour. Further, the Scanners should:
 - (A) Capture mark sense (bubbles);
 - (B) Discriminate between smudges/ erasures and valid marks;
 - (C) Editing of Variable Master Data such as Roll Number.
- (ii) Each OMR Answer Sheets must be scanned twice on two different Scanners at different light intensity levels and the data so prepared should be processed separately in two set or sets of Computers;
- (iii) Resolving mismatches between the two OMR scanned data and finalize database;
- (iv) The data for both Scanners must be 100% error free. Bidder shall take adequate measures to ensure 100% accuracy;
- (v) Tagging OMR Data with Pre-examination master database;
- (vi) Capturing Absentee data from Attendance Sheets through "Barcode reader values".
- (vii) Resolving mismatches between Attendance Sheets, Roll Numbers and Question Booklet Nos/ Series, as marked on OMR Sheets;
- (viii) Image scanning of OMR Answer Sheets;

- (ix) Storing the Images as per Roll Numbers;
- (x) The machine should be heavy duty capable of working continuously for at least 8 hours a day;
- (xi) Depending upon the volume of OMR Answer Sheets to be scanned and the schedule given by the Secretary, Bihar Staff Selection Commission, the number of machines to be deployed may need to be increased/ varied from examination to examination, as per Secretary, Bihar Staff Selection Commission instructions;
- (xii) The whole scanning activity in respect of each assignment shall be completed within the period stipulated by the Secretary, Bihar Staff Selection Commission.
- (xiii) The captured data will be stored in two separate databases; a complete image of the forms will also be stored;
- (xiv) Any kind of data discrepancy shall be sorted out by the Bidder using the scanned image in the presence of Bihar Staff Selection Commission representative(s).
- (xv) The Bidder shall provide back-up data on CD/DVD or in such form as may be specified by the Secretary, Bihar Staff Selection Commission, immediately after completion of Scanning/ Scoring of Answer Sheets.
- (xvi) The Bidder shall extract such data and in such form, as may be desired by the Chairman, BSSC, from the captured data for different purposes including item analysis.

INSTRUCTIONS TO BIDDERS, PRE-QUALIFICATION CRITERIA (PQ), SCOPE OF SUPPLY WITH SPECIFICATION, EVALUATION CRITERIA AND TERMS & CONDITIONS OF PRICE AGREEMENT

1. Sale of Tender documents:

Tender Documents may be obtained from the Office of the Bihar Staff Selection Commission, Patna on all working days till 12:00 noon on 09-10-2017 on payment of ₹5,000/- (Rupees Five Thousand) only by way of Demand Draft drawn in favour of the "Secretary, Bihar Staff Selection Commission, payable at "Patna".

Alternatively, they may download the Tender Documents from the Commission's website <http://bssc.bih.nic.in>. The Bidders, who submit their Tender on documents downloaded from Commission's website <http://bssc.bih.nic.in>, will have to submit a Demand Draft of ₹5,000/- (Rupees Five Thousand) in favour of the **Secretary, Bihar Staff Selection Commission** payable at "Patna" towards the cost of Tender documents along with the Technical Bid, failing which the Tender will be summarily rejected.

2. Submission of Tenders:

The Bidders shall submit the sealed bid containing two separate sealed envelopes to the above mentioned prescribed address so that the same is received latest by 2:00 noon on 09-10-2017 or before the closing date and time for this purpose. The Bihar Staff Selection Commission will not be responsible for any delay in receipt of bids. Any bid received after the closing date and time shall not be entertained. In case, closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received on

the next working day at the same time. Only one Tender should be sent by a bidder in only one envelope. The envelope shall contain two sealed envelopes superscribed “**Technical Bid**” and “**Financial Bid**” and should be kept separately inside the main sealed envelope of the Tender.

Part-I: Technical Bid: Pre-Qualification Eligibility Criteria and Mandatory Requirements:

The first sealed envelope should contain Technical Bid of the Tender along with Earnest Money Deposit by way of Demand Draft only. The envelope should be superscribed as “**Technical Bid for Printing and Supply of OMR Answer Sheets with Barcode & Perforation / scanning of used OMR Answer Sheets**”.

The Bidder should satisfy the following criteria:

- (i) Form of organisation, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. In case of partnership firm, the names & addresses of the partners and, in case of, Limited Company, the names and addresses of the Directors and Registration Number may be expressly stated.
- (ii) The Bidder’s average turnover of the last 3 Financial Years should be as per the table of annexure-II (*Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant*), etc. i.e. (2014-15, 2015-16 and 2016-17). The bids with average annual turnover less than prescribed limit will not be considered for evaluation process and shall be rejected without assigning any reason.
- (iii) The Bidders should have experience in the OMR Answer Sheets Designing, Printing and Scanning and OMR Answer Sheet scanning and result processing for recruitment / entrance examination process for minimum 5,00,000 candidates per year during last 3 financial years. Copy of orders must be submitted in support of experience.
- (iv) The Bidder must have adequate employees on its Pay Roll and must be registered with ESIC and EPFO as per Government regulations. Proof of Registration must be enclosed. Contractual labour deployment will not be permitted as job involves confidentiality and integrity.
- (v) Copies of Income Tax returns along with audited accounts of last three assessment years i.e. 2014-15, 2015-16 & 2016-17 and Copies of Current Return of Service Tax/ Registration Certificate of VAT and Payment of Tax must be enclosed. Copies of Registration certificate of VAT / Service Tax / PAN Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment. The bidders failing to submit above documents will not be considered for evaluation process and would be rejected without assigning any reason.
- (vi) A list of similar work undertaken in the past 3 (Three) years for printing & supply of OMR Answer Sheets and/ or scanning of OMR Answer Sheets executed by the Bidder for UPSC, State Public Service Commissions, Universities, CBSE, State Educational Boards,

Government Departments, IITs, IIMs, Institute of Banking Personnel Selection, Railway Recruitment Boards, SSCs, State Selection Commissions, Central/State Public Sector Undertakings and Copies of Work Completion Certificate from at least 1 client/ clients must be enclosed during past 3 years i.e. 2014-15, 2015-16 & 2016-17.

- (vii) The bidder must have been registered under the Indian Companies Act, 2013/ The Partnership Act, 1932 and must possess valid Trade License & Registration Certificate of Professional Tax. Documentary evidence regarding this must be enclosed.
- (viii) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years. Affidavit to this effect on stamp paper of ₹100/- must be enclosed.
- (ix) The Bidding Company must have adequate project resources with minimum of 3 own OMR machines with Image Scanners. Proof of purchase with Model No. must be enclosed.
- (x) **The Bidding Company should have the OMR Printing capacity of printing and dispatching of minimum 1 Lac sheets per day with Barcode and numbering, keeping the whole process confidential.**

The Bidders shall submit the Technical Bid in the format provided at Annexure-I.

Part-II: Financial Bid:

The second sealed envelope should contain:

The “Financial Bid” and a photocopy of the Demand Draft as Earnest Money must be deposited with the Technical Bid. The envelope should be superscribed as **“Financial Bid for Printing and Supply of OMR Answer Sheets with Barcode & Perforation / Scanning of used OMR Answer Sheets”**. Refer to format at Annexure – II.

3. Opening of Tender:

Tenders will be opened in two stages. The “Technical Bid” shall be opened on the due date and time in the presence of Bidders or their representative/s who desire to attend the Tender opening.

The “Financial Bid” shall be opened on a date and time to be decided after the corresponding Technical Bid of the Tenders are scrutinized and possible clarifications obtained from such Bidders as may be required so as to bring the Tenders at par technically.

4. Earnest Money Deposit (EMD):

Earnest Money as per the table of annexure-II for Printing and Supply of OMR Answer Sheets with Barcode & Perforation / Scanning of used OMR Answer shall be deposited in the form of a Demand Draft drawn in favour of the **“Secretary, Bihar Staff Selection Commission,** payable at **“Patna”** with the Technical Bid.

Any request to adjust Earnest Money Deposit out of the Bidders running bills or pending payments with Bihar Staff Selection Commission will not be considered and the Tender will be treated as without Earnest Money Deposit and shall be rejected.

Any Tender without Earnest Money Deposit in a manner other than what is mentioned above is liable to be rejected at the discretion of Chairman, Bihar Staff Selection Commission.

However, Companies having SSI (Small Scale Industry) / NSIC registration in Bihar on similar/ relevant services shall be allowed EMD exemption upon enclosure of relevant Documents as per MSME Act.

The EMD shall be kept valid for a period of 60 days beyond Financial Bid validity period.

If, for any reason, whatsoever, any Bidder withdraws or amends the Bid in any respect within the validity period or fails to enter into a contract for award of work, the entire amount of EMD will be forfeited.

5. Refund of Earnest Money Deposit:

Earnest Money Deposit will not carry any interest. Earnest Money, so deposited by unsuccessful Bidders will be refunded as soon as possible. Earnest Money Deposit of successful Bidder will be refunded after the successful Bidder furnishes the Security Deposit cum Performance Guarantee.

6. Validity of Bids:

The Bidder shall keep the “Financial Bid” valid for acceptance for a minimum period of 120 days after the last date for receipt of the Bids.

7. Security Deposit cum Performance Guarantee:

Security Deposit for proper and timely fulfilment of the contract has to be furnished by the successful Bidder within 07 working days from the date of Agreement cum receipt of work order. Bidder is also required to furnish a guarantee on a stamp paper of ₹100/- duly attested by a Notary Public/Executive Magistrate to the effect that he shall maintain Secrecy and Confidentiality of the documents.

No exemption will be made in this regard.

The Security Deposit cum Performance Guarantee @ 10% of the value of Price Agreement by furnishing a Demand Draft or Fixed Deposit Receipt issued by a Nationalized Bank approved by RBI drawn in favour of the “**Secretary, Bihar Staff Selection Commission**, payable at “**Patna**”. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized Bank as per Annexure-IV.

Security Deposit will be retained by the Secretary, Bihar Staff Selection Commission till satisfactory completion of the work. It should be clearly understood that in the event of the

Contract not being executed and completed as per the quality and time schedule laid down, the same is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

8. Scope of Supply, Delivery Schedule and Terms & Conditions:

8.1. Scope of Supply with specification:

<u>Item No.</u>	<u>Description & Specification</u>
<u>A</u>	Back to back Printing & Supply of error free OMR Answer Sheets with Barcodes at two places. The sheets shall be numbered and supplied in such quantities as instructed by the Chairman, Bihar Staff Selection Commission. OMR Sheets should be readable on OMR System in the format (Specifications & Design) to be decided by the Chairman, Bihar Staff Selection Commission and to be delivered at any destination in the country in special packing as specified and decided by the Chairman, Bihar Staff Selection Commission
B	Imaging of OMR Sheet, error free Double Scanning of answer response, Single Scanning of candidate detail Part, preparation of 100% error free Database and Preparation of Result in the premises of the BSSC for which purpose the Bidder shall set up Team(s) and bring adequate number of OMR Scanners as specified by the BSSC & each set having a capacity of processing not less than 10,000 (Ten thousand) OMR Answer Sheets (Double Scanning) per hour. Supply of data/ images in the manner prescribed by the Chairman, Bihar Staff Selection Commission and delivery of reports/ analysis within such time as prescribed by the Chairman, Bihar Staff Selection Commission.

Note : The quantities may vary from examination to examination.

8.2. Evaluation of Bids:

The Bidder shall quote rates which should be inclusive of GST charges of each item as mentioned separately in Price Schedule as per Annexure –II. The Price Schedule shall be kept in a second sealed envelope, superscribed with words “**Financial Bid**”

The Bidder shall quote rate for printing (back to back) work and Double Scanning / Processing Rate for scanning work as per quantity mentioned in Annexure-II.

Bids will be evaluated by an evaluation committee to be formed by the Chairman, BSSC. The evaluation committee will determine the substantial responsiveness of each bid to the bidding documents conforming to all the stipulated terms and conditions. If a bid is not substantially responsive, it will be rejected by the Evaluation Committee and may not subsequently be made responsive by the bidder by correction of non-conformity. The Evaluation Committee may waive any minor non-conformity or omission in the bid that does not constitute a material deviation.

The Evaluation Committee shall examine the Technical offer to confirm whether all documents and technical documentation have been submitted properly signed. The Technical documents namely income tax return for the last 03 years, G.S.T. Registration and Registration with ESIC and EPFO are mandatory for enclosure. If these documents are not submitted/ enclosed, the bid shall be rejected. Likewise, the evaluation committee shall examine whether all the documents requested have been provided properly signed to determine the completeness of each document submitted.

8.3. Method of Selection:

First of all technical bids will be opened and evaluated. Only after the clearances of the minimum technical bench mark of the technical bids, the financial bids will be opened and after evaluation and scrutiny, responsive L1 bidder for each Sub Group will be selected.

Delivery Schedule:

- (1) Schedule of delivery will be indicated by the Chairman, Bihar Staff Selection Commission for each job/ project/ examination.

It may be kept in mind that time is the essence of this contract. Bidders may note that award of work will be on a project to project basis – one project being one examination. There may be overlapping of projects in which case the Bidder will have to ensure that there is no mix up of material or delay in respect of multiple examinations.

- (2) **Penalty:** The following monitory Penalties will be imposed by the Chairman, BSSC and an appropriate legal action including black listing will be initiated against the bidder in the event of the failures/Errors/Mistakes by the latter.

(a) Printing:

- (i) For each day of delay beyond three days of the scheduled date of completion, 5 % of the bill will be deducted per day.
- (ii) For missing sheets/ mistakes in numbering etc. – ₹100/-(Rupees one hundred) will be deducted per sheet.
- (iii) If misprinting and other major errors are found on large scale, the Commission will have the right to get OMR sheets printed from other agency and the additional cost incurred will be recoverable from the agency.

(b) Scanning:

- (i) For each day of delay beyond three days of the scheduled date of completion, 5 % of the bill will be deducted per day.
- (ii) For mistakes ₹100/-(Rupees one hundred) will be deducted per sheet.

- (c) If the bidder reneges on the agreement and fails to provide services, BSSC will have the right to procure services from other agencies and the amount of difference if so incurred, will be recovered from the bidder through the PDR Act.

Note: The term “Scanning” in this clause will also mean and include reports, results, data and images as prescribed by the Chairman, Bihar Staff Selection Commission as per defined scope of work.

8.5. Payment Terms:

Payment for printing and supply of A4 Size OMR (105 GSM Maplitho Paper) Answer Sheets and their Scanning would be made by the Chairman, Bihar Staff Selection Commission in the following manner:-

For Printing and Supply of OMR Answer Sheets:

The Chairman, Bihar Staff Selection Commission may, at his discretion, release part-payment which may not exceed 60% (Sixty percent) of the value of the work awarded, and receipt of the full material/ supply as per specification and quantity ordered by the Chairman, Bihar Staff Selection Commission within 30 (thirty) days of conduct of the examination concerned.

The balance payment of 40% (Forty percent) shall be released after preparation/ publication of the result.

For Scanning and Processing of OMR Answer Sheets:

The Chairman, Bihar Staff Selection Commission may, at his discretion release payment of the amount of the bill for Scanning and processing of the OMR Answer Sheets, within two weeks of the completion of the scanning / Scoring of the Answer Sheets by the OMR machines on the completion of the entire work to the satisfaction of the Chairman, Bihar Staff Selection Commission.

8.6. Other Terms & Conditions:

- (i) Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.
- (ii) The Chairman, Bihar Staff Selection Commission reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (iii) There shall be no commitment of minimum quantity which can be ordered during valid period of the contract. Supply orders shall be placed on the Bidder against the Contract for such quantities as may be decided by the Chairman, Bihar Staff Selection Commission.
- (iv) Scanning of OMR Answer Sheets in such quantities as may be indicated by the Chairman, Bihar Staff Selection Commission from time to time shall be completed within such time as may be stipulated by the Chairman, Bihar Staff Selection Commission.
- (v) The contract shall be for a period of one year which may be extended for a further period of one year on the same terms & conditions at the option of Chairman, Bihar Staff Selection Commission on satisfactory performance.
- (vi) Chairman, Bihar Staff Selection Commission reserves the right to terminate the contract at any time if he/she is satisfied that the Bidder has failed to fulfil the obligations as per the

terms & conditions contained in the Price Agreement. The decision of Chairman, Bihar Staff Selection Commission in this regard shall be final and binding.

- (vii) The Commission will neither provide lodging, food and travel expenses nor bear separate expenses on transportation of equipment. Agency will have to bear itself all such expenses.
- (viii) The bidder will be bound to deliver printed OMR sheets in packings at any destination in India as decided by the Chairman, BSSC, Patna.
- (ix) The payment for the delivery of the confidential materials (OMR Answer Sheets) shall be made as per actual costs of transportation. In case of inflated bill submitted by the bidder, suitable measures will be taken by the Chairman, BSSC for determination of the genuineness of the bill and payment will be made accordingly.

INFORMATION IN A NUTSHELL

- ✓ Item No. of Tender : A & B
- ✓ Cost of Tender Document : ₹5000/- (Rupees Five Thousands) only,
To be submitted with the Technical Bid.
- ✓ Earnest Money Deposit : As per the table of annexure-II
To be submitted with the Technical Bid
- ✓ Security Deposit cum Performance Guarantee : 10 % of the value of the work awarded
- ✓ Undertaking by the Bidder : Refer Annexure – III of this Notice.
- ✓ Proforma for Security Deposit cum Performance Guarantee : Refer Annexure – IV of this Notice.

9. Arbitration:

- (i) In the event of any dispute or differences, the matter will be referred to the BSSC, Patna.
- (ii) All unresolved disputes concerning in any way with this tender will be subject to Patna High Court's jurisdiction only.

Annexure – I

PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

1. Name and Address of the Firm:
2. Details of Earnest Money Deposit (EMD) enclosed:
(DD No., Date, Bank, Amount etc.)
3. Enclose Sample paper with specification proposed to be supplied:
4. Enclose relevant documentary proofs in support of the items at serial numbers 6, 7, 8, 11, 14, 15 and 16 mentioned below.
5. Details of the major supply orders executed

Name of the University/Educational Institution/Organisation	Supply and Scanning Order No. (attach copy of orders)	Quantity supplied with dates	Time taken for completing the Order

6. Income Tax returns for the last 3 (three) years:
7. Sales Tax/VAT/Service Tax/GST Registration Certificates:
8. Validity of Offer:
9. Payment Terms:
10. Delivery Time:
11. The details of OMR Scanners, Printers and other allied machinery required for the purpose and detailed specifications of all equipments in this regard:
12. Security arrangements during working time as well as off time:
13. Secrecy arrangements for maintaining secrecy:
14. Details of Skilled/Semi-skilled manpower made available exclusively for such job:
15. Details of the list of clients being handled by the firm along with work load/turnover of the similar job done during the last 3 (three) years.
16. Annual turn over for last 3 (three) years.

Signature:.....

Name of Tenderer:.....

Date:

Signature of the Bidder with Company Seal

Annexure – II

PROFORMA FOR FINANCIAL BID

(To be put inside the cover for Financial Bid)

- (A) PRINTING AND SUPPLY OF OMR ANSWER SHEETS (105 GSM Map litho Paper) WITH BARCODES AND PERFORATION READABLE ON OMR SCANNER IN THE FORMAT (SPECIFICATIONS & DESIGN) TO BE DECIDED BY THE CHAIRMAN BIHAR STAFF SELECTION COMMISSION AND DELIVERED IN THE PACKING AS SPECIFIED BELOW:
- (B) DOUBLE SCANNING / PROCESSING OF OMR ANSWER SHEETS IN THE OFFICE PREMISES OF THE BSSC FOR WHICH PURPOSE THE BIDDER SHALL SET UP A BUREAU IN THE SAID PREMISES AND BRING ADEQUATE NUMBER OF OMR SCANNERS, EACH HAVING A SPEED CAPACITY OF PROCESSING NOT LESS THAN 10,000 (TEN THOUSAND) ANSWER SHEETS (DOUBLE SCANNING) PER HOUR:

Detail of the rate Quoted

Sl.	Components	Sub Group	Quantity	Earnest Money (in ₹)	Average annual turn over (in ₹)	Rate in ₹ Exclusive of All taxes (in figures)	Rate in ₹ Exclusive of All taxes (in words)
1.	OMR Answer Sheet (105 GSM Map litho Paper) with Barcode and Perforation for all activities as specified under Detail scope of work, i.e., in Item II A. for Printing and Supply of OMR Answer Sheets.	1 (a)	1-10,000	_1,000	1,00,000		
		1 (b)	10,001-1,00,000	10,000	10,00,000		
		1 (c)	1,00,001-5,00,000	50,000	50,00,000		
		1 (d)	5,00,001-10,00,000	1,00,000	1,00,00,000		
		1 (e)	10,00,001-25,00,000 & Above	2,00,000	2,00,00,000		
2.	Scanning/Processing of OMR Answer Sheets	2 (a)	1-10,000	_1,000	1,00,000		
		2 (b)	10,001-1,00,000	10,000	10,00,000		
		2 (c)	1,00,001-5,00,000	50,000	50,00,000		
		2 (d)	5,00,001-10,00,000	1,00,000	1,00,00,000		
		2 (e)	10,00,001-25,00,000 & Above	2,00,000	2,00,00,000		

- Note:**
- (i) Rate should be quoted as exclusive of all charges/taxes.**
 - (ii) Rate should be in figures as well as words. In case of difference, the rate written in words will be acceptable.**
 - (iii) Taxes will be applicable as per Central/State Government rules/ regulations.**
 - (iv) Rate should be inclusive of expenses likely to be incurred on lodging, food, travels and transportation of equipments**
 - (v) No separate bills will be acceptable on above mentioned charges.**

PACKING INSTRUCTIONS for Sl. No.1:

The Bidder will also ensure that the OMR Answer Sheets are packed in a bunch of 24 numbers, in good quality card board packing after wrapping it with plastic packets. The outer card board is to be sealed with tamper proof proper seal, a specimen of which should be enclosed with the invoice/bill. A label indicating the serial number of the OMR Answer Sheets kept in plastic packets may be pasted on the outer card board. The packing and seal should be such as to withstand the hazards of transportation and climatic conditions and as per the Chairman, Bihar Staff Selection Commission, Patna instructions. Special care should be taken in numbering of the Answer Sheets, so as to avoid sheets with duplicate numbers/ without numbers, etc.

Any deficiency in carrying out these instructions may invite a penalty.

Signature of the authorized person
with Bidder Seal

Date:
Place:

Full Name:

Note: The rates quoted by the Bidder should be exclusive of all statutory/ taxation liabilities in force at the time of entering into the contract, which may be indicated with appropriate break-up.

Annexure – III

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To,

Secretary
Bihar Staff Selection Commission
Veterinary College, Campus
P.O.-B.V.College
Patna, BIHAR
PIN- 800014

Sir,

Subject: For Designing, Printing, & supply of OMR Answer Sheets & Scanning.

This bears reference to _____ dated _____ 2017. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent BSSC from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on ___/___/2017 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Signature of the Bidder with Company Seal

Annexure – IV

**PROFORMA OF BANK GUARANTÉE FOR SECURITY DEPOSIT CUM
PERFORMANCE GUARANTEE**

To,

**Secretary
Bihar Staff Selection Commission
Veterinary College, Campus
P.O- B.V.College
Patna, BIHAR
PIN- 800014**

1. Against Price Agreement concluded by the advice acceptance of the Tender No. dated .../.../20.... Covering supply of (here in after called the said contract), entered between the Secretary, Bihar Staff Selection Commission Patna.

And

..... (here in after called the “Bidder”), this is to certify that at the request of the Bidder, We (Bank) are holding in trust in favour of the Secretary Bihar Staff Selection Commission Patna, the amount of Rs. only (write the sum in words) to indemnify and keep indemnified the Secretary, Bihar Staff Selection Commission, Patna against any loss or damage that may be caused to or suffered by the Secretary, Bihar Staff Selection Commission, Patna by reason of any breach by the Bidder or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Chairman, Bihar Staff Selection Commission Patna. whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Chairman, Bihar Staff Selection Commission, Patna shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Secretary, Bihar Staff Selection Commission, Patna.

2. We, (Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Bidder, i.e., till (for a period of one year from date of Price agreement) hereinafter called the “said date” and that if any claim accrues or arises against us(Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us (Bank) notwithstanding the fact

that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us..... (Bank) by the Secretary, Bihar Staff Selection Commission, Patna before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Secretary, Bihar Staff Selection Commission, Patna.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Bank) undertake not to revoke this guarantee during its currency without the consent in writing of the Secretary, Bihar Staff Selection Commission, Patna.
4. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Bidder in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.
5. We(Bank) further agree that the Chairman, Bihar Staff Selection Commission shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Chairman, Bihar Staff Selection Commission against the said contract and to forbear or enforce any of the terms and conditions relating to the said contract and we (Bank) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any forbearance and / or omission on the part of the Secretary, Bihar Staff Selection Commission or any indulgence by the Secretary, Bihar Staff Selection Commission to the said Bidder or by any other matter or thing what-so-ever, which under the law relating us from our liability in the constitution of the bank or Bidder.

Date :

Signature

Place :

Printed Name

(Designation)

(Bank's Common Seal)

Signature of the Bidder with Company Seal

Annexure-V

SELF-DECLARATION - NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

Secretary
Bihar Staff Selection Commission
Veterinary College, Campus
P.O.-B.V.College
Patna, BIHAR.
PIN- 800014

Sir,

In response to the Bid _____ **dated** _____ **2017** for Hiring of Agency for Supply Designing, Printing & supply of OMR Answer Sheets with Barcodes & perforation- readable on OMR System & imaging of OMR Sheets, Double Scanning on OMR Scanners of part-B, single scanning Part-A, preparation of 100 % error free Database and preparation of result. I/We hereby declare that presently our Company/service provider I/We hereby declare that presently our Company/Service provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any **Central Govt/State Govt Department/ Semi-Govt/ PSU/ Universities/ Educational Institutions/ Organization/ or initiated by any of these Department or Court of Law or by CVC** on the date of bid submission.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, my/our EMD may be forfeited in full and the bid if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Signature of the Bidder with Company Seal