

TENDER NOTICE

Designing, Printing and Reading of O.M.R. Answer Sheets

Sealed tenders are invited under two bid system from experienced and reputed Firms for the following works latest by **12.03.2020 (5.00 P.M.)** through **Speed Post**.

1. **Description of the work:**

- (a) Designing and Printing of O.M.R. Answer Sheets on 100-gsm paper of 11.25" × 8.25" size and readable by Machines having capacity to read (single scan) at least 10000 O.M.R. Answer Sheets per day.

The O.M.R. Answer Sheets will be of two pages. The first page will contain the static data, i.e. Name of the Candidate, Roll No., Seating Code, Date of Birth, Centre's Name, Name of the Subject, Name of the Examination. The second page which shall be scanned should contain facility to write & encode Roll No. and Question Booklet Series and answer 150 and 100 multiple choice questions having Four choices (e.g. A B C D) or Five choices (e.g. A B C D E) as required for different examination from time to time.

The details of O.M.R. Answer Sheet will be supplied by us.

- (b) Reading of the filled up O.M.R. Answer Sheets as mentioned in 1(a) above at our site through O.M.R. Machine having capacity to read at least 10000 O.M.R. Answer Sheets (single scan) per day, preparation of database files of the read data and preparation of result. Each O.M.R. Answer Sheet has to be double scanned. The Tenderer should have capacity to install eight machines having such capacity so that in a day 40000 O.M.R. Answer Sheets can be double scanned, whenever required.

2. **Conditions:**

- 1(a)(i) Each Answer Sheet shall have to be tested and certified for its correctness in conformity with the O.M.R. Machine. Thereafter, that will have to be packed and sealed in packets of 100, 50 and 25.

- (ii) The tenderer will have to supply a one time usable secured envelope of good quality with capacity of containing at least 40 (forty) OMR Sheets.

- (iii) The bid (L1) will be finalized on the basis of below written formula:

$$L1 = \text{OMR Scanning Rate per sheet} \times 0.70 + \text{OMR Printing Rate per sheet} \times 0.30$$

- 1(b)(i) The tenderer has to give a written undertaking for 100% accuracy in reading of the filled up O.M.R. Answer Sheets.

- (ii) Entire Hardware and Software for O.M.R. is to be brought by the Firm, whose bid for Reading of filled up O.M.R. Sheets is accepted, to our site, i.e. Bihar Public Service Commission, Patna office premises.

3. **Quantity:** For 1(a) and 1(b) – 25,000 (Twenty five thousand) to 5,00,000 (Five lakh) approx.

4. **Period of completion of the work :** For 1(a) and 1(b)- Ten days from the date of placement of order.

5. **Procedure to submit the tender documents:**

The Technical and Commercial Bids should be kept in two separate sealed envelopes, marked as Technical Bid and Commercial Bid respectively, and both the envelopes be kept in another duly sealed bigger envelope with superscription "Tender for Printing and Reading of O.M.R. Answer Sheets".

Any other format of the tender documents shall not be entertained.

6. **Technical Bid Envelope must contain and fulfill the following criteria:**

- (i) The Bidder should be incorporated under prevailing Indian Companies Act/ The Partnership Act/ Proprietorship Act. Consortium in any form is not allowed. Certificate regarding this must be enclosed.
- (ii) The Bidder's average annual turnover (exclusively of Examination work) of the last three financial years should be minimum Rs. 1 (One) Crore.
- (iii) The Bidder should have successfully completed printing and scanning of 5,00,000 OMR Answer Sheets during the last three years for reputed organizations.

- (iv) GST Registration Certificate
- (v) Audited Balance Sheet for the last three financial years.
- (vi) Income Tax Return for the last three financial years.
- (vii) Bank Draft of Rs. 50,000/- (Fifty Thousand only) as Earnest Money in favour of Secretary, Bihar Public Service Commission, Patna and payable at Patna.
- (viii) Technical specification of paper of OMR Answer Sheet having specially mentioned GSM and size of the paper – Sample of OMR Answer Sheet must be enclosed.
- (ix) Capacity of Machines in which capacity to read OMR Answer Sheets per day in a single scan must be exclusively mentioned.
- (x) The Bidder should not be disqualified or debarred by any central or state Govt. organization (including PSUs). In this regard an affidavit must be submitted.

7. Financial Bid Envelope must contain and fulfill the following criteria:

Financial Bid, which must contain the rate inclusive of all Taxes & all charges like transportation, labour & any other miscellaneous etc., should be in the following format:-

Sl.No.	Particulars	Rate	
		Rs.	P.
1.	Rate for Printing of O.M.R. Answer Sheet including all charges – per OMR Answer Sheet.		
2.	Rate for reading of the filled up O.M.R. Answer Sheet (double scanning), preparation of database files of the read data and preparation of result - per OMR Answer Sheet.		

$$L1 = \text{OMR Scanning Rate per sheet} \times 0.70 + \text{OMR Printing Rate per sheet} \times 0.30$$

8. Other Conditions:

- (i) The Bids should be printed on Firm's letter head. Cutting, if any, must be clearly initialled. Over-writing on offer of rate is not permitted.
- (ii) The Bid shall remain valid for the Financial Year 2020-2021 & 2021-2022.
- (iii) Rs. 1,00,000/- will have to be deposited by the successful Bidder as Performance security deposit in the form of Bank Draft in favour of the Secretary, Bihar Public Service Commission payable at Patna at the time of accepting the work order. The successful Bidder's Earnest Money will be converted to Security Deposit upon the Bidder's acceptance of the award of work satisfactorily.
- (iv) A written document of confidentiality and security of the work has to be submitted by the successful Bidder at the time of acceptance of offer.
- (v) The Commission will have the discretion to impose appropriate penalty as it thinks so fit, if the work is not completed in time and to the satisfaction of the Commission. The decision of the Commission shall be final and binding on the selected firm.
- (vi) Appropriate penalty may be imposed if the work is not completed in time or to the satisfaction of the Commission.
- (vii) The Bidder's Earnest Money may be forfeited if the Bidder withdraws his Bid during the period of Bid Validity and if the successful Bidder fails to give his acceptance of offer within three days.
- (viii) The Bidder's Earnest Money of unsuccessful Bidders will be discharged/ returned as early as possible after the expiry of the period of Bid Validity.
- (ix) TDS will be deducted as per rules.
- (x) Any dispute shall be subject to the jurisdiction of Courts in Patna only.

Sealed Technical Bids received in time shall be opened by a Committee on 16.03.2020 at 11.00 A.M. and after scrutiny and evaluation, sealed Commercial Bids of only technically qualified Bidders will be opened on the same day. Bidders or their authorized representatives are allowed to be present at the time of opening of Bids.

Any enquiry may be made on the telephone no. mentioned above on any working day during office hours.

The undersigned reserves the right to reject one or all of the Bids without assigning any reason.

Handwritten signature and date: 20.2.20
Controller of Examinations,
Bihar Public Service Commission, Patna