



**National Institute of Electronics & Information Technology (NIELIT)**  
An Autonomous Scientific Society of Ministry of Electronics and Information Technology,  
Govt. of India

Ref.No..1(13)2016-NIELIT

April 4<sup>th</sup>, 2018

**TENDER DOCUMENT FOR PRINTING AND SCANNING OF OMR SHEETS**

**Schedule of Events**

|  |  |
|--|--|
| Nature of the Work   | Printing and Scanning activities of NIELIT Headquarters  |
| Details of Contact Person for clarifications/queries   | Shri Sandeep Ahlawat ,<br>Joint Director<br><b>NIELIT Bhawan</b><br>Plot No.-3, PSP Pocket<br>Institutional Area, Sector-8, Dwarka<br>New Delhi – 110077<br>Email: sandeep.k.ahlawat@nielit.gov.in |
| Estimated cost of works over a period of one year  | Rupees Four Lakhs  |
| Earnest Money Deposit (EMD)  | Rs. 16,000/-   |
| Publishing Date  | 04/4/2018  |
| Mode of tendering  | e-Tender(online on URL<br><a href="http://eprocure.gov.in">http://eprocure.gov.in</a><br><a href="http://www/nielit.gov.in">http://www/nielit.gov.in</a>   |
| Date & time upto which the queries including inspection of samples on the Tender Document will be received | 20/4/2018, 16.00 hrs   |
| No. of Bids  | a) Technical Bid<br>b) Financial Bid   |
| Bid Submission Start Date & Time   | 04/4/2018, 11.45 hrs   |
| Bid Submission Closing Date & Time   | 24/4/2018, 13.00 hrs   |
| Technical Bid Opening Date & Time  | 25/4/2018, 14.30 hrs   |
| Venue for Technical Bid opening  | NIELIT Headquarters  |
| Date, Time and Venue of opening of Financial bids  | Will be intimated later to the technically qualified bidders   |
| Bid Validity   | 90 Days from the closing date of bid submission  |

**IMPORTANT NOTE**

- 1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://eprocure.gov.in> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding “Procedure for submission of the Proposal”.
- 2) Bidder can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in> .
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

**Sub.: Invitation of Bids pertaining to Printing and Scanning of OMR Sheets**

**TENDER CLOSES ON 24/4/2018 at 13.00 hrs.**

**Sir,**

I take this opportunity to inform you that this Institute is looking for a suitable vendor to share its workload with regard to Printing and Scanning activities. In this regard, a Tender Document containing detailed scope of work, for which we are looking for the vendor and the terms and conditions for such award of job, is enclosed at Annexure-I.

2. We would appreciate if you could submit your Technical and Financial bids in the prescribed Proforma enclosed with the Tender Document. Before submitting the quotation you must thoroughly go through the terms and conditions stipulated in Annexure-I and get yourself satisfied prior to submission of the bids.

3. In case you have any queries or want to see the samples of the OMR sheets to be supplied/scanned, you may contact the undersigned with prior appointment on any working day between 10.00 am to 4.00 pm before the closing date for submission of this Tender. Please note that the printing of OMR Sheets has to be executed by the vendor at his own premises except for scanning of the OMR sheets, which would be undertaken at our premises by deploying the personnel and equipment of the vendor selected. All security instructions/guidelines followed by NIELIT Headquarters will have to be strictly followed by the personnel of the vendors selected while visiting this Office.

4. Your Technical Bid in the proforma at Appendix - I and Financial Bid in the Proforma at Appendix II must be uploaded in e-procure portal before last date and time of submission of bid. **The Technical Bids would be opened on 25/4/2018 at 14.30 hrs. in this Institute.** Your Technical Bid in the Proforma at Appendix - I with each page signed by the signatory of the quotation in token of acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. Financial Bid as Performa at Appendix II with columns of the Proforma should be correctly and clearly filled.

**Yours Sincerely,**

**(Sandeep Kumar Ahlawat)**

**Joint Director**

E-mail: sandeep.k.ahlawat@nielit.gov.in

Ph.(M)- 9868227537

**TENDER DOCUMENT FOR PRINTING AND SCANNING OF OMR SHEETS**  
**CLOSING ON 24/4/2018 AT 13.00 HRS. AND OPENING OF TECHNICAL BIDS ON 25/4/2018**  
**AT 14.30 HRS**

**1. Background:**

National Institute of Electronics and Information Technology (NIELIT) is an autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology, Govt. of India. NIELIT erstwhile DOEACC Society came into existence in 1994 with the primary objective of implementing the Scheme of All India Council for Technical Education(AICTE), and the Department of Electronics (now MeitY) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the areas of IT. Under the scheme, the Institute conducts Examinations twice in a year for 'O','A','B'&'C' Level courses and issues certificates to the successful candidates in respect of all the courses offered under the Scheme. The DOEACC Society was renamed as 'National Institute of Electronics and Information Technology' (NIELIT) on 10<sup>th</sup> October, 2011.

NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

NIELIT is looking for a vendor to provide the services listed in Scope of Work in this document. The entire job i.e **Designing & Printing of Blank OMR Sheets** included in the Scope or Work in the Tender Document will be assigned to a single vendor selected on the basis of this tender process.

**2. Terms and Conditions:**

The tentative time schedule for completion of the jobs shall be as under:

2.1 The vendor shall submit the proof of the OMR Sheets within a period of two days from the date of request, oral or in writing. After approval of the proof, the vendor shall supply the OMR Sheets for different Levels within 5 days of the oral or written request from the representative of NIELIT

2.2 Regarding Scanning of OMR Sheets, the vendor selected will install the set up in NIELIT Premises within two days on oral request from NIELIT and shall complete the job within a period of ten days.

2.3 Each day of delay in completion of the job shall attract a penalty of 1% of the total cost of the particular activity delayed subject to a maximum 10%. For this purpose, Activities of Scanning, and supply of online data of scanned images to NIELIT shall be treated as one activity. NIELIT reserves the right to cancel the order without any notice in addition to imposition of penalty as above in case of failure on the part of vendor to meet time schedules.

2.4 No mistakes in the scanning and data capturing/verification of OMR shall be allowed and each mistake shall carry the penalty @ 2% of the cost of scanning and verification subject to a maximum of 10%. In case the mistakes beyond above limits are noticed the entire job will be cancelled and no payment shall be made. In such an event NIELIT may also cancel the contract and forfeit the Security Deposits.

2.5 In case the vendor selected fails to perform to the satisfaction of NIELIT, the NIELIT shall get the job done at the risk and cost of the vendor.

### 3. Payments:

3.1 For the activities pertaining to printing and scanning of OMR Sheets , the payments shall be made on receipt of all deliverables against the pre-receipt bills of the vendor.

3.2 All payments shall be subject to TDS.

3.3 The rates quoted should be firm and in Indian Rupees.

3.4 The bid should be valid for a minimum period of three months after the closing date for submission.

### 4. Scope of Work

4.1 The objective type Answer sheets for O,A& B Level i.e designing & printing of OMR Sheets are to be provided by the selected vendor. The OMR Sheets are required to be given to the candidates appearing in the Examination along with the Question Paper .After the completion of the Examination, these filled in OMR sheets are also to be scanned by the vendor. Estimated no. of OMR Sheets to be printed would be around 2.00 lakhs (annually) and those to be scanned would be about 2.00 lakhs(annually) i.e 1,00,000 numbers(approx.) of OMR Sheets each would be required in the month of June and December. Similarly 1,00,000 numbers (approx.) of OMR Sheets to be scanned in the month of July and January. This quantity is purely indicative and may vary depending upon the no. of candidates applying for Examinations and actually appearing in the Examinations. The user department at NIELIT may ask the vendor to scan the OMR Sheets twice to ensure the accuracy of the Result. Under such condition the number of pages to be scanned will be increased and payment will be released accordingly. **The OMR Sheets are to be designed and printed by the selected vendor on 105 gsm paper.** The specification and design are to be got approved from NIELIT before final printing of the OMR Sheets.

4.2 The entire job of scanning is to be executed at NIELIT premises by the vendor selected and for this purpose, the vendor will deploy its manpower as well as the scanning/validation/verification infrastructure at NIELIT premises.

4.3 The quality of each item supplied under this contract should scrupulously match with the specifications indicated above, failing which, the supply shall be rejected and no payments will be made. In case NIELIT gets to know of the inferior quality has been supplied by the vendor only after using the item and having released the payment, the payments made shall be recovered from the vendor. It will be obligatory on the part of the vendor to surrender the payments received against the poor/inferior quality materials.

4.4 Since the activities involved are operational in nature, placing firm orders every time may not be possible and as such the telephonic conversation or handing over the materials should be considered as firm order;

4.5 The estimated cost of the works over a period of one year is about Rs. 4 Lakhs. This is, however, only indicative and subject to change as per actual.

**5. Earnest Money Deposits:** The Technical Bid must be accompanied by scanned copy of NEFT/DD/Bankers' Cheque for Earnest Money Deposit of Rs. 16,000/- as stated in Appendix- I drawn on any Nationalized Bank/Scheduled bank in favor of NIELIT and payable at New Delhi. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation uploaded without EMD shall be summarily be rejected. Our bank details for submission of EMD through RTGS/NEFT are as under -

|    |                              |   |
|----|------------------------------|---|
| 1. | Beneficiary Name and Address | National Institute of Electronics and Information Technology (NIELIT),<br>Electronics Niketan, 6, CGO Complex,<br>Lodhi Road, New Delhi – 110003. |
| 2. | Name of the Bank             | Bank of India   |
| 3. | Bank Branch & Address        | Electronics Niketan, 6, CGO Complex,<br>Lodhi Road, New Delhi – 110003.   |
| 4. | Beneficiary Account No.      | 604820100000012   |
| 5. | IFSC Code                    | BKID0006048   |

The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD for the tender no. <Tender No> for "Printing and Supply of NIELIT Newsletter" should be dispatched/submitted at NIELIT Office at the address mentioned below:

Sandeep Kumar Ahlawat  
Joint Director (Technical)  
National Institute of Electronics and Information Technology  
NIELIT Bhawan, Plot No. – 3, PSP Pocket  
Institutional Area, Sector – 8, Dwarka  
New Delhi-110077

While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of successful bidder shall be refunded after receipt of Security Deposit. In case the party selected backs out, the EMD shall be forfeited. **As per OM No. F.5/4/2018-PPD dated 28<sup>th</sup> February, 2018, Ministry of Finance, Department of Expenditure, Public Procurement Division, Government of India, declaration of UAM number by the vendors on CPPP is mandatory from 01/04/2018. The MSME bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order, 2012 issued by MSME.**

**6. Duration of contract:** The contract awarded shall be valid for a minimum period of two years and no change in rates shall be allowed. The vendor awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee in addition to any other action as may be deemed fit.

**7. Termination of the Contract:** Either party may terminate the contract by giving a notice of two months. However, in case the vendor gives the notice for termination, it will ensure that activities pertaining to any Examination are not commencing within two months. If any activity is likely to commence within two months of the date of notice given by the Vendor, it will be obligation of the vendor

to undertake the job for that particular examination and for other Examinations, shall make appropriate arrangements.

## 8. Performance Security:

- a) Successful bidders shall submit a Performance Security of 10% of the total cost of the contract within 10 days of the communication from NIELIT, failing which the award letter may be withdrawn and the EMD submitted by the vendor forfeited.
- b) The Performance Security Deposits can be submitted in the form of a Bank Draft/Pay Order or FDR or Bank Guarantee drawn on any Nationalized Bank in favor of NIELIT payable at Delhi.
- c) The Bank Guarantee/FDR should be valid for a period of twenty seven (27) months from the date of award of the contract. The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's /Bidder's failure to comply with its obligations under the Contract.
- d) No interest will be paid by NIELIT on the Performance Security.
- e) It is mandatory that for Bank Guarantee to be acted upon must be routed through Structure Financial Messaging Systems (SFMS) from issuing Bank to our Bank by sending IFM 760 COB Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. Our bank details for this purpose are:-

|    |                              |   |
|----|------------------------------|---|
| 1. | Beneficiary Name and Address | National Institute of Electronics and Information Technology (NIELIT),<br>Electronics Niketan, 6, CGO Complex,<br>Lodhi Road, New Delhi – 110003. |
| 2. | Name of the Bank             | Bank of India   |
| 3. | Bank Branch & Address        | Electronics Niketan, 6, CGO Complex,<br>Lodhi Road, New Delhi – 110003.   |
| 4. | Beneficiary Account No.      | 604820100000012   |
| 5. | IFSC Code                    | BKID0006048   |

8.1 The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.

8.2 All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

## 9. Eligibility criteria:-

- 9.1 The bidder should have been in the business of providing Scanning and Data Processing services for a minimum of three years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of NCT of

Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.

- 9.2 **The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi or in NCR of Delhi. The vendor who does not have an Office located in Delhi/New Delhi/National Capital Region of Delhi, their bids shall not be entertained.**
- 9.3 The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid **(Prescribe Performa as per Annexure II)**.
- 9.4 The vendor must furnish details of PAN No., GST number, and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.
- 9.5 The rates quoted by the firm should be in Indian Rupees.
- 9.6 The bid should be valid for a minimum period of 90 days after the closing date for submission.
- 9.7 The bidder must submit self-attested copy of Certificate of Registration/Incorporation of the firm in case the bid is submitted by a firm.
- 9.8 The bidder should have an average turnover of Rs.15.00 lakh during the last three financial years 2014-15, 2015-16 & 2016-17. The bidder must submit self-attested photocopies of complete Audited Balance Sheet or CA's certificate as proof of the turnover.
- 9.9 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 9.10 The bidder shall quote the Technical and Financial bids only as per the format enclosed at Appendix I and Appendix II.
- 9.11 The Director General of National Institute of Electronics and Information Technology (NIELIT), Ministry of Electronics and Information Technology, New Delhi-110077 reserves the right to accept/reject any or all bids without assigning any reason.
- 9.12 The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and shall not be further considered:
- (i) The bidder must submit self-attested copy of Certificate of Registration/Incorporation of the firm in case the bid is submitted by a firm.
  - (ii) Scanned copy of Earnest Money Deposit (EMD)
  - (iii) Scanned copy of PAN Card, GST registration certificate.
  - (iv) The bidder must submit self-attested photocopies of complete Audited Balance Sheet or CA's certificate as proof of the turnover of last 3 financial years i.e 2014-15, 2015-16 and 2016-17 as a proof of its Turnover.
  - (v) Scanned copy of Work experience of similar work during the last 3 years (requisite proof thereof)
  - (vi) Scanned copy of undertaking that his/her firm is not blacklisted by any Govt. Departments/organization.



9.13 Conditional bids in any form shall not be considered and shall be summarily rejected at the first instance.

**10. Procedure for submission of the proposal:**

- a. The vendors desirous of participating in the tender process shall have to upload its bid online in two parts, viz., Technical Bid as per Performa at Appendix - I and Financial Bid as per Performa at Appendix II.
- b. Technical Bid - The following documents are to be furnished by the bidder along with technical Bid as per the tender document.
- c. Scanned copy of the valid GST No. of the firm allotted by the Government, as well as PAN number of the firm allotted by the income tax department failing which bidder's bid may be rejected.
- d. Scanned copy of documents like copies of DDs/RTGS/NEFT for Earnest Money Deposit should be uploaded on the portal. The original payment instruments like Demand Draft etc as specified in this tender document have to be sent to the following address by post/speed post/courier/by hand on or before Bid submission Closing Date & Time. Otherwise the tender will be summarily rejected without assigning any reason.

Sandeep Kumar Ahlawat  
Joint Director (Procurement)  
National Institute of Electronics and Information Technology  
NIELIT Bhawan, Plot No. – 3, PSP Pocket  
Institutional Area, Sector – 8, Dwarka  
New Delhi-110077

- e. Financial Bid-All columns of the Performa should be correctly and clearly filled. NIELIT shall not be responsible for any erroneous value entered during filling of Financial bid.
- f. Cost for each activity shown separately in the Appendix II must be indicated separately.

**10. Financial Bid:**

- a. Schedule of Financial bid in the form of BOQ\_Printing\_Scanning.xls
- b. The Financial Proposal format is provided as BOQ\_Printing\_Scanning.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ\_Printing\_Scanning.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited
- c. The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. Bids, submitted after the due date & time shall be summarily be

rejected.

- d. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- e. NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- f. Incomplete quotations shall summarily be rejected.
- g. Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- h. Any attempt of direct or indirect negotiation on the part of the tenderer with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the tenderer by any means for acceptance of a particular tender will render the tenderer liable to be excluded from consideration.
- i. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. **The quoted rates should be inclusive of all levies, statutory taxes(GST) and charges such as Packaging & Forwarding charges etc.**

## **11. Bid Evaluation Criteria:**

- 11.1 In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
- 11.2 The date and time for opening of the Technical Bids is given on the top of this document;
- 11.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 11.4 The Technical Bids will then be evaluated by NIELIT, internally;
- 11.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
- 11.6 If any vendor so desires, it may depute its representative for Financial Bid opening event also.
- 11.7 The L1 bidder will be arrived at by calculating the total cost of all the items included based on the estimated quantities multiplied by the rates quoted. The L1 bidder will normally be awarded the contract. However, NIELIT reserves the right to ignore the L1 bidder for the reasons, to be recorded in writing.
- 11.8 The decision of the Director General, NIELIT shall be final and binding.

## **12. Forfeiture of EMD:**

The EMD will be forfeited under the condition:

- a. If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
- b. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- c. If the selected bidder fails to execute agreement in prescribed format and do not furnish the bank guarantee within the prescribed time.

**13. Return of EMD:**

- a. The Earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by NIELIT on the Earnest Money Deposit.
- b. The Earnest Money of successful bidder shall be returned after acceptance of the material subject to submission of Performance Bank Guarantee of the amount equivalent to 10% of the total cost of the contract..
- c. The Financial Bids of only technically qualified bidders will be opened. The financial bids will be evaluated by a Tender Evaluation Committee for evaluation.

**14. Arbitration:**

In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing up on the other party notifying its intention for appointment of Arbitrator should both parties fail to agree on by mutual consent, then NIELIT will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or reenactment thereof including the rules framed there under.

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**SELF – DECLARATION - NO BLACKLISTING**  
**(Scanned copy to be uploaded in e-procure portal)**

To

**Joint Director (Procurement)**  
**National Institute of Electronics and Information Technology (NIELIT),**  
**NIELIT Bhawan, Plot No.- 3,PSP Pocket**  
**Institutional Area, Sector – 8, Dwarka**  
**New Delhi- 110 077.**

In response to this Financial Bid, I/We hereby declare that presently our Company/firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSu/Autonomus Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

**Thanking you,**

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**National Institute of Electronics and Information Technology (NIELIT)**  
**NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8,**  
**Dwarka, New Delhi – 110077**

**Technical Bid Format**

**1. Agencies are requested to upload and send the documents in the following format:**

| <b>Sl. No.</b> | <b>Company Profile</b>  | <b>(Yes/No)</b> |
|----------------|---|-----------------|
| 1.             | a) Name of the bidder   |                 |
|                | b) Full postal address  |                 |
|                | c) Name, designation, phone/mobile number and<br>E-mail ID of the contact person  |                 |
|                | d) Telephone number   |                 |
|                | e) E-mail address   |                 |
|                | f) PAN(Permanent Account Number) and registered with Sales/Service Tax[GST] and the scanned documents for the same is to be attached.     |                 |
| 2.             | Prior working experience with NGO/Govt./Corporate etc.<br>Please furnish details  |                 |
| 3.             | No Blacklisting Self Declaration (upload-Annexure – II)   |                 |
| 4.             | Financial Status- Turnover certificate/ complete Audited Balance Sheet or CA's certificate for the year 2014-2015, 2015-2016 & 2016-2017. |                 |
| 5.             | EMD of Rs. 16.000/- (Please upload the scanned copy of the EMD details)   |                 |

**Format for Financial Bid for Designing, Printing & Scanning of OMR Sheets**  
(The Financial bids are to be uploaded in the e-procure portal)

| Sl. No | Item Description   | Item Code / Make | Quantity (yearly basis) in Nos. | Units  | Rate (Rs.) per sheet, Size – A4  | TOTAL AMOUNT (inclusive of all Taxes) |
|--------|--|------------------|---------------------------------|--------|--|---------------------------------------|
|        |  |                  | (A)                             |        | (B)  | (C) = (AXB)                           |
| 1.     | Designing, Printing & Supply of OMR Sheet on 105 gsm paper | Item 1           | 200000                          | Sheets | <b>C1</b><br>Financial bids as per BOQ (BOQ_Printing_Scanning.xls) document to be submitted in e-Procure portal only |                                       |
| 2.     | Scanning of Examination OMR Sheet                          | Item 2           | 200000                          | Sheets | <b>C2</b><br>Financial bids as per BOQ (BOQ_Printing_Scanning.xls) document to be submitted in e-Procure portal only |                                       |
|        |  |                  | <b>Total:- D</b>                |        |  | <b>D = C1 + C2</b>                    |

**Terms & Conditions:**

1. The above quoted rates **should be inclusive** of all Taxes, Transportation, Packing, Incidental and Miscellaneous Charges.
2. The number of OMR Sheets to be printed and scanned may vary depending upon the number of candidates appearing for the Exam, which may further be increased/decreased, based on requirement. Thus the quoted rates (A and B) shall be applied on pro-rata basis.
3. Rates should be quoted **strictly as per above format**, failing which, the bid is liable to be rejected. Incomplete bids or bids with discrepancy may not be considered. L1 shall be decided based on total rates *(as per Column D in the above table)*.
4. The job work should conform to acceptable quality standards.

**Declaration:**

***I hereby understand and agree to all terms and conditions (as stipulated above and also in the Tender Document). It is further certified that the information furnished above is correct and the signatory to the bid is authorized to sign such bids on behalf of the organization.***

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Name: \_\_\_\_\_

Designation: \_\_\_\_\_