



## WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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### **TENDER NO. 01/WBSSC/2016 DATED, 16/11/2016**

### **DETAIL NOTICE INVITING TENDER**

Sealed Tenders (Two Bids Packet) in two parts, i.e., **Part I - Technical Bid** and **Part II - Financial Bid** are invited by the **West Bengal Staff Selection Commission (WBSSC)**, category - wise, from eligible Agencies having adequate experience and credential in the concerned fields of work, for all the items mentioned below for entering into a contract for meeting the Commission's requirements **for a period of one year, extendable for another one year on satisfactory performance**, from the date of award of work:-

Item	Scope of Works
A.	<b>Printing &amp; Supply of OMR Answer Sheets with Barcodes - readable on OMR System, in the format (Specifications &amp; Design) to be decided by the Commission.</b>
B.	<b>Scanning of used OMR Answer Sheets.</b>
C.	<b>Printing and Supply of Blank Descriptive Answer Booklets With Barcoded OMR Front Page (100 GSM) - readable on OMR System in the format (Specifications &amp; Design) to be decided by the Commission.</b>

Interested Agencies having adequate knowledge and experience in the concerned field of work may download the Tender Form from the Commission's website free of cost. But during submission of Tender, Bidders must deposit a non – refundable sum of ₹ 6000/- (**Rupees Six Thousands**) only as the price of Tender document, in the form of **Demand Draft only** to be drawn in favour of the “**West Bengal Staff Selection Commission**”, payable at “**Kolkata**” along with the Technical Bid.

Bidders may submit the bid in prescribed manner as mentioned in this **Notice Inviting Tender** for all of the above noted items (category - wise) on all working days between **11 A. M. to 3 P. M.**, on or before the closing date, in the Tender Box kept at the Examination Cell of Commission's Office at Mayukh Bhavan (3<sup>rd</sup> Floor), Salt Lake, Kolkata - 700 091.

## **I. IMPORTANT SCHEDULE:**

<b>A.</b>	Closing Date & Time for Submission of both Technical Bid & Financial Bid	<b>3 P. M. on 16/12/2016</b>
<b>B.</b>	Due Date & Time for opening of Technical Bid	<b>1 P. M. on 20/12/2016</b>
<b>C.</b>	Due Date & Time for opening of Financial Bid (only for those Bidders who will be able to qualify the scrutiny of the Technical Bids)	<b>1 P. M. on 27/12/2016</b>

## **II. DETAIL SCOPE OF WORKS:**

### **A. Printing and Supply of OMR Answer Sheets:**

#### **SCOPE OF WORKS**

- (i) Printing of Bi-Colour Blank Answer Sheets readable on OMR System, in the format to be given by the Commission.
- (ii) The OMR Answer Sheets should have **Barcode** at **Two places** as per the specification provided by the West Bengal Staff Selection Commission and it should be Printed on **100 GSM Maplitho Paper**. It must be proved to deliver 100% accurate reading and a Certificate to that effect must be given with each supply.
- (iii) The back of the OMR Answer Sheets should have instructions printed on it as per specification provided by the Commission.
- (iv) The printing of OMR Answer Sheet refers to printing of **Static Field** as well as **Dynamic Field**. The name of the West Bengal Staff Selection Commission should be printed on the OMR Answer Sheets as a **Static Field**. The candidate specific information which shall be provided by the West Bengal Staff Selection Commission from time to time is herein after known as **Dynamic Field**.
- (v) The printing of **Static Field** shall be done in **single colour**. The printing of the **Dynamic Field** with candidate specific information and the **Barcodes** should be made in **bi-colour** using **Laser Printer** as per the specification given by the Commission.

- (vi) 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 butter cover papers/ plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Commission.
- (vii) The Bidder has to submit a **sample of Bar-coded OMR Answer Sheet with both Static and Dynamic Field printing** along with the Tender which needs to be kept in **Technical Bid envelope**.
- (viii) The OMR Answer Sheets must be supplied to the Commissions Premises within 14 working days of placing the final approved order.

**B. Scanning of OMR Answer Sheets:**

**SCOPE OF WORKS**

- (i) Only Double Scanning/ processing of OMR Answer Sheets in the office premises of the Commission for which purpose the Agency 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 thousands) 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 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. Agency shall take all sorts of measures to ensure 100% accuracy;
- (v) Tagging OMR Data with Pre-examination master database;
- (vi) Capturing Absentee data from Attendance Sheets through Barcode readers;
- (vii) Resolving mismatches between Attendance Sheets, Roll Nos and Question Booklet Nos/ Series, as marked on OMR Sheets;
- (viii) Image scanning of OMR Answer Sheets;
- (ix) Storing the Images as per Barcode 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 Commission, the number of machines to be deployed may need to be increased/ varied from examination to examination, as per Commission's requirement;
- (xii) The whole scanning activity in respect of each assignment shall be completed within the period stipulated by the 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 Agency using the scanned image in the presence of Commission's representative(s).
- (xv) The Agency shall provide back-up data on CD or in such form as may be specified by the Commission, immediately after completion of Scanning/ Scoring of Answer Sheets.
- (xvi) The Agency shall extract such data and in such form, as may be desired by the Commission, from the captured data for different purposes including item analysis.

**C. Printing and supply of Blank Descriptive Answer Booklets with Barcoded OMR Front Page (100 GSM) readable on OMR System in the format (Specifications & Design) to be decided by the Commission:**

Printing and supply of blank Descriptive Answer Booklets (with 8 nos. sheets of **minimum 70 GSM thick Maplitho A4 size White blank Sheets** (non – absorbing) from reputed Mills, machine – stitched neatly with Bar-coded OMR Front Page (of minimum **100 GSM thick Maplitho A4 size**, from reputed Mills), readable on OMR System, in the format to be given by the Commission. Delivery of the articles to be made at the Commission's office premises within the time schedule prescribed by the Commission from time to time, packed in the manner to be directed by the Commission.

**SCOPE OF WORKS**

- 1) The Bidder should have all the arrangements for printing, stitching, ruling, binding, packing, perforating and scanning etc. to the satisfaction of the West Bengal Staff Selection Commission.
- 2) The Officers of the West Bengal Staff Selection Commission, however, will visit the premises of the Bidder during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the West Bengal Staff Selection Commission shall take such action as deemed fit which shall be final and binding.

- 3) The **OMR Answer Sheets** should be **100 GSM or more non – absorbing Maplitho Paper of A4 size** from **reputed Mills**.
- 4) The **serial number** of each Answer Booklet is to be chronologically printed on the OMR Answer Sheet in the place specified.
- 5) The OMR Answer Sheets should have **Barcodes** at **Two** places as per the specification provided by the Commission. It should have **deep perforations** at designated places.
- 6) The back of the OMR Answer Sheets should have instructions printed on it as per specification provided by the Commission.
- 7) The Answer Booklets shall be manufactured according to the specifications laid down by the Commission. The sheets of paper should be **non-absorbing 70 GSM Maplitho White papers** from reputed Mills. **The Answer Booklets should be A4 size having 8 sheets excluding OMR Answer Sheet.**
- 8) The Answer Booklets along with OMR Answer Sheet should be **machine thread stitched** along the spine using good quality thread (**Minimum 5 stitches per inch**). The printing of Answer Booklet with OMR Front Page refers to printing of **Static Field** as well as **Dynamic Field**. The name of the West Bengal Staff Selection Commission should be printed on every page of the Answer Booklet as a **Static Field**. Each page of the Answer Booklets should be **watermarked by the Logo of West Bengal Staff Selection Commission**. The candidate specific information which shall be provided by the West Bengal Staff Selection Commission from time to time is herein after known as **Dynamic Field**.
- 10) The printing of **Static Field** shall be done in **single colour**. The printing of the **Dynamic Field** with candidate specific information and the **Barcodes** should be made in **bi-colour** using **Laser Printer** as per the specification given by the Commission.
- 11) The Answer Booklets are to be **packed in bundles of 24 numbers**, in good quality firm card board packing after wrapping it with butter cover papers/ plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Commission.
- 12) The Bidder has to submit a **sample of Bar-coded OMR Answer Sheet with both Static and Dynamic Field printing** along with the Tender which needs to be kept in **Technical Bid envelope**.

## ANNEXURE-I

### 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 West Bengal Staff Selection Commission on all working days between **11 A. M. to 3 P. M. on or before 16/12/2016** on payment of ₹ 6000/- (Rupees Six Thousand) only by way of **Demand Draft only** drawn in favour of the “**West Bengal Staff Selection Commission**” payable at “**Kolkata**”. Alternatively, they may download from website and pay Tender fees in Demand Draft only as applicable.

The Bidders who submit their Tender on documents downloaded from website [www.wbssc.gov.in](http://www.wbssc.gov.in) will have to submit a Demand Draft of ₹ 6000/- (Rupees six thousand) only in favour of the “**West Bengal Staff Selection Commission**” payable at “**Kolkata**” 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 as prescribed below addressed to “**The Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata- 700 091**” by **3 P. M. on or before 16/12/2016** in the **Tender Box** kept at the **Examination Cell of Commission’s Office at Mayukh Bhavan (3<sup>rd</sup> Floor), Salt Lake, Kolkata- 700 091** for this purpose. WBSSC will not be responsible for any delay in receipt of bids. **Any bids 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.

**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/ Scanning of used OMR Answer Sheets and Printing and Supply of Blank Descriptive Answer Booklets with Barcoded OMR Front Page (100 GSM)”**.

The Bidder should satisfy the following criteria:

- (i) The Bidder’s average turnover of the last 3 Financial Years should be 3 (Three) Crores in each year. **The bids with annual turnover less than prescribed limit will not be considered for evaluation process and would be rejected without assigning any reason.**
- (ii) 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** throughout the year during last 3 financial years.
- (iii) The Bidding Company must have an **ISO 9001: 2008** and **ISO 27001: 2013** certification in delivering Examination Processing Services including OMR Scanning specifically. **Copy of valid certificates must be enclosed.**
- (iv) The Bidding Company must be having at least 40 employees on its 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., **2013-14, 2014-15** and **2015-16** and Current Return of Service Tax/ VAT and Payment of Tax must be enclosed. **The bidders failing to submit relevant 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 (Agency) for UPSC, Public Service Commissions, Universities, CBSE, State Educational Boards, Government Departments, IITs, IIMs, Institute of Banking Personnel Selection, Railway Recruitment Boards and Central Public Sector Undertakings. **Copies of Work Completion Certificate from at least 1 client/ clients to be enclosed during past 3 years i.e., 2013-14, 2014-15 and 2015-16.**
- vii) The Agency must have been registered under the Indian Companies Act, 1956/ The Partnership Act 1932 and must possess valid Trade License & Professional Tax. **Documentary evidence of above 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 on stamp paper of ₹ 100/- purchased in West Bengal must be enclosed.**
- (ix) The Bidding Company must have adequate project resources with minimum of 3 own OMR with Image Scanner. **Proof of purchase with Model No. must be enclosed.**
- (x) The Bidding Company should have own set up of Printing Press for OMR Printing with capacity of printing and dispatching of minimum 1 Lac sheets per day with LASER Barcode. **Proof of purchase of OMR Printer with Model No. having capacity of minimum 1 Lac sheets per day with LASER Barcode must be enclosed.**



## Pattern of distribution of marks on Technical Bid

Serial. No.	Head	Details	Criteria	Marks Allotted	Max. Marks
1	Turnover	Average turnover generated from services related to recruitment examination related activities (Online/Offline) in each of the last 3 years	3 Crores	14	20
			upto 5 Crores	16	
			Upto 10 Crores.	18	
			>10 Crores	20	
2	Experience in OMR Sheet Printing and Scanning for Examination	Experience in the OMR Sheet Designing, Printing and Scanning and OMR answer sheet scanning and result processing for recruitment /entrance exam process for minimum <b>5,00,000 candidates throughout the year during last 3 financial years</b>	5 Lacs	14	20
			Less than 7.5 Lacs	16	
			Less than 10 Lacs	18	
			10 Lacs and above	20	
3	ISO Certification for Result Processing with OMR	Quality certifications in relevant specific area of work as specified on Certificate	a) ISO 9001:2008	3	10
			b) ISO 27001:2013	7	
4	Manpower	Dedicated permanent manpower on roll deployed in recruitment / examination process ( PF / ESI enrolled)	40	7	10
			>40 upto 60	8	
			>60 upto 80	9	
			>80	10	
5	Project Resources	Owned Hardware, Software for OMR Scanning with proof of Purchase	3 OMR SCANNERS	14	20
			4 OMR SCANNERS	16	
			5 OMR SCANNERS	18	
			More than 5 OMR SCANNERS	20	
6	Infrastructure and Printing Output	a) Own Printing Press; b) Printing and dispatching (With LASER Barcode): i) 1 (One) Lac sheet per day; ii) Upto 1.5 (one and half) Lac sheet per day; iii) Upto 2 (two) Lac sheet per day; iv) > 2.0 (two) Lac sheet per day		10	20
				4	
				6	
				8	
				10	
<b>Maximum Marks</b>				<b>100</b>	

## **Part-II: Financial Bid:**

The second sealed envelope should contain:

The “Financial Bid” and a photocopy of the Demand Draft as Earnest Money deposited with the Technical Bid. The envelope should be superscribed as **“Financial Bid for Printing and Supply of OMR Answer Sheets with Barcode/ Scanning of used OMR Answer Sheets and Printing and Supply of Blank Descriptive Answer Booklets with Barcoded OMR Front Page (100 GSM)”**.

### **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 Bidder and their representative/s who desire to attend the Tender opening.

The “Financial Bid” shall be opened in public on the due date and time 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 of ₹ 2,00,000/- (Rupees Two lac) only each for Printing and Supply of OMR Answer Sheets with Barcode/ Scanning of used OMR Answer Sheets and Printing and Supply of Blank Descriptive Answer Booklets with Barcoded OMR Front Page (100 GSM) shall be deposited in the form of a Demand Draft only drawn in favour of the **“West Bengal Staff Selection Commission”**, payable at **“Kolkata”** with the Technical Bid.

**Any request to adjust Earnest Money Deposit out of the Bidders running bills or pending payments with WBSSC 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 WBSSC.

However, Companies having SSI (Small Scale Industry)/ NSIC registration in West Bengal 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 fulfillment 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.

**No exemption will be made.**

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 Scheduled Bank approved by RBI** drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**”. The Security Deposit can also be made in the shape of **Guarantee Bond executed by a Scheduled Bank** as per **Annexure-V**.

Security Deposit will be retained by the 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 &amp; Specification</u>
A	Printing & Supply of OMR Answer Sheets with Barcodes with delivery at the Commission's office premises and in such quantities as advised by the Commission, readable on OMR System in the format (Specifications & Design) to be decided by the Commission and to be delivered in the packing as specified by the Commission.
B	Double Scanning of used OMR Answer Sheets in the premises of the Commission for which purpose the Agency shall set up a Bureau and bring adequate number of OMR Scanners as specified by the Commission & each set having a capacity of processing not less than 10,000 (ten thousand) Answer Sheets (Double Scanning) per hour. Supply of data/ images in the manner prescribed by the Commission and delivery of reports/ analyses within such time as prescribed by the Commission.
C	Printing and supply of Blank Descriptive Answer Booklet with bar-coded OMR Front Page (100 GSM) readable on OMR System in the format (Specification & Design) to be decided by the Commission with delivery at the Commission's Office premises and in such quantities as advised by the Commission and to be delivered in the packing as specified by the Commission.

**Note 1:** The quantities may vary. However, during 2017-18 financial year, it is estimated that the Commission will be utilizing 15,00,000 (Fifteen Lac) OMR (100 GSM) sheets approximately, 70% of which will be scanned.

**Note 2:** The Bidder may note that the above quantities are indicative and the Commission does not guarantee any minimum quantities.

## **8.2. Evaluation of Bids:**

The Bidder shall quote all inclusive rate of each item mentioned in Para 8.1 separately in Price Schedule as per Annexure –II, clearly indicating Excise duty, Service Tax, Sales Tax, VAT and GST, if any. The Price Schedule shall be kept in second sealed envelope, superscribed with words “**Financial Bid**”.

**The Bidder shall quote per sheet (two pages back to back) rate for printing work and Double Scanning Rate per OMR Sheet for scanning work.**

WBSSC will evaluate the Bid in a consolidated manner for all the works as stated earlier.

## **8.3. Method of Selection:**

In deciding the final selection of qualified Bidder, the technical quality will be given a weightage of 70% on the basis of criteria for evaluation. **The Financial Bids of only those bidders who qualify technically will be opened.** The proposal with the Lowest Cost will be given a Financial Score of 100 and the other proposal(s) will be given Financial Scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%.

For working out the Combined Scores, WBSSC will use the following formula:

**Total Points:  $(0.7 \times T(s)) + (0.3 \times 100 \times \text{LEC/EC})$ , where T(s) stands for Technical Score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Cost.**

The proposals will be ranked in terms of Total Points scored. **The proposal with the Highest Total Points (H-1) will be considered for Award of Work.**

**Example:** *If, in response to this NIT, three Bids, A, B & C are received and the Evaluation Committee awarded them 75, 80 and 90 Marks respectively, all the three proposals would be technically suitable. Further, if the quoted Financial Bids of A, B & C are Rs.120, 100 and 110 respectively, then the following points for Financial Bids will be given:*

$$A: 100/120 = 83 \text{ Points}$$

$$B: 100/100 = 100 \text{ Points}$$

$$C: 100/110 = 91 \text{ Points}$$

*In the combined evaluation, the process would be as follows:*

$$\text{Bid A: } 75 \times 0.7 + 83 \times 0.3 = 77.4$$

$$\text{Bid B: } 80 \times 0.7 + 100 \times 0.3 = 86$$

$$\text{Bid C: } 90 \times 0.7 + 91 \times 0.3 = 90.3$$

**Bid C would be considered the H-1 and will be considered for Award of Work.**

#### **8.4. Delivery Schedule:**

- (1) Schedule of delivery will be indicated by the 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 penalties will be imposed by the Commission in the event of failure by the Agency to complete the work within the time frame fixed by the Commission:

**(a) Printing:**

- (i) For each day of delay beyond three days of the scheduled date of completion – **₹ 20,000/- (Rupees Twenty Thousand) only per day.**
- (ii) For missing sheets/ mistakes in numbering etc. – **₹ 5,000/- (Rupees Five Thousand) only per sheet.**

**(b) Scanning:**

- (i) For each day of delay beyond three days of the scheduled date of completion – **₹ 10,000/- (Rupees Ten Thousand) only per day.**
- (ii) For mistakes exceeding one in 1,00,000 sheets – **₹ 5,000/- (Rupees Five Thousand) only per sheet.**

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

#### **8.5. Payment Terms:**

Payment for printing and supply of OMR (100 GSM) Answer Sheets and their Scanning would be made by the Commission in the following manner:-

**For Printing and Supply of OMR (100 GSM) Answer Sheets:**

Commission may, at its discretion, release part-payment which may not exceed 90% (ninety percent) of the value of the work awarded, within 30 (thirty) days of receipt of the full material/ supply as per specification and quantity ordered by the Commission.

The balance payment of 10% or more, as the case may be, shall be released by the Commission, within 30 (thirty) days of conduct of the examination concerned.

**For Scanning and Processing of the OMR Answer Sheets:**

Commission may, at its discretion, release part-payment of 70% (seventy percent) of the amount of the bill for Scanning and processing of the OMR (100 GSM) Answer Sheets, within 2 weeks of the completion of the scanning/ scoring of the Answer Sheets by the OMR (100 GSM ) machines and the balance of 30% on the completion of the entire work to the satisfaction of the Commission.

**For Printing and Supply of Answer Sheets with OMR Front Page:**

Commission may, at its discretion, release part-payment which may not exceed 90% (ninety percent) of the value of the work awarded, within 30 (thirty) days of receipt of the full material/ supply as per specification and quantity ordered by the Commission. The balance payment of 10% or more, as the case may be, shall be released by the Commission, within 30 (thirty) days of conduct of the examination concerned.

**8.6. Other Terms & Conditions:**

- (i) Printed terms and condition of the Bidders will not be considered as forming part of the Tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to Tender.
- (ii) Hypothetical and conditional Tenders will not be entertained.
- (iii) The West Bengal Staff Selection Commission reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the Agency against the Contract for such quantities as may be decided by the Commission as and when supply of OMR (100 GSM) Answer Sheets and Answer Sheets with OMR Front Page is required during the currency of the contract.
- (v) Scanning of OMR (100 GSM) Answer Sheets in such quantities as may be indicated by the Commission from time to time shall be completed within such time as may be stipulated by the Commission.
- (vi) **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 West Bengal Staff Selection Commission on satisfactory performance.**

(vii) The West Bengal Staff Selection Commission reserves the right to terminate the contract at any time if it is satisfied that the Agency has failed to fulfill its obligations as per the terms & conditions contained in the Price Agreement. The decision of the West Bengal Staff Selection Commission in this regard would be final and binding.

### **FORMATION IN A NUTSHELL**

- ✓ **Item No. of Tender** : A to C
- ✓ Cost of Tender Document : ₹ 6000/- (Rupees Six Thousands) only,  
To be submitted with the **Technical Bid**.
- ✓ **Earnest Money Deposit** : ₹ 2,00,000/- (Rupees Two Lac) only,  
To be submitted with the Technical Bid
- ✓ **Security Deposit cum Performance Guarantee** : ₹ 3,00,000/- (Rupees Three Lac) only.
- ✓ Undertaking by the Bidder : Refer **Annexure – III** of this Notice.
- ✓ Proforma Security Deposit cum Performance Guarantee : Refer **Annexure – IV** of this Notice.

### **9. Arbitration:**

In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Group “A” Officer appointed by the Chairman, West Bengal Staff Selection Commission.



**Annexure – II**  
**PROFORMA FOR FINANCIAL BID**

(To be put inside the cover for Financial Bid)

- (A) PRINTING AND SUPPLY OF OMR (100 GSM Maplitho Paper) ANSWER SHEETS WITH BARCODES READABLE ON OMR SYSTEM IN THE FORMAT (SPECIFICATIONS & DESIGN) TO BE DECIDED BY THE COMMISSION, AND DELIVERED IN THE PACKING AS SPECIFIED BELOW:
- (B) DOUBLE SCANNING/ PROCESSING OF OMR ANSWER SHEETS IN THE OFFICE PREMISES OF THE COMMISSION FOR WHICH PURPOSE THE AGENCY 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:
- (C) PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLET WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION:

**Detail of the rate Quoted**

Sl. No.	Component of Rate	Amount (In ₹)
1.	Per OMR (100 GSM Maplitho Paper) Answer Sheet with Barcodes on both sides for all activities as specified under Detail Scope of work, i.e., in Item II B. for Printing and Supply of OMR Answer Sheets (inclusive of all taxes and delivery charges upto WBSSC, Kolkata)	
2.	Per OMR (100 GSM Maplitho Paper) Answer Sheet with Barcodes for all activities as specified under Detail Scope of work, i.e., in Item II B. for Scanning of OMR Answer Sheets	
3.	Per Descriptive Answer Booklets with Bar-Coded OMR Front Page for all activities as specified under Detail Scope of work, i.e., in Item II C.	
<b>Total Amount (In ₹)</b>		

**PACKING INSTRUCTIONS for Sl. No.1:**

The Agency will also ensure that the OMR Answer Sheets are to be **packed in a bunch of 24 numbers**, in good quality Agency card board packing after wrapping it with butter cover papers/ 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 (100 GSM) Answer Sheets kept in butter cover papers/ 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 Commission's instructions. Special care should be taken in numbering of the Answer Sheets, so as to avoid sheets with duplicate numbers/ without numbers, etc.

**PACKING INSTRUCTIONS for Sl. No. 3:**

The Agency will also ensure that the Answer Sheets are packed in two envelopes i.e., first in polythene envelope and then this polythene envelope should be put in a paper envelope. The Paper envelope 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 (100 GSM) Answer Sheets kept in the envelope may be pasted on the outer envelope. The packing and seal should be such as to withstand the hazards of transportation and climatic conditions and as per Commission's 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 Agency Seal**

Date:  
Place:

Full Name:

**Note:** The rates quoted by the Agency should be inclusive 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**

**UNDERTAKING BY THE BIDDER**

- (i) I declare that I have gone through the instructions to Bidders, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement and I shall abide by these conditions.
  
- (ii) I also confirm the validity of Financial Bid containing the Price Schedule (Annexure-II) has been kept for a minimum period of 120 days after the last date for receipt of the Bids.

**Signature of Bidder**

Annexure – IV

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

To

**The Secretary-cum-Controller of Examinations,  
West Bengal Staff Selection Commission,  
Mayukh Bhavan,  
Salt Lake, Kolkata – 700 091.**

1. Against Price Agreement concluded by the advice acceptance of the Tender No. .... dated .../.../20.... covering supply of ..... (hereinafter called the said contract), entered between the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission and ..... (hereinafter called the “Agency”), this is to certify that at the request of the Agency, We ..... (Bank) are holding in trust in favour of the West Bengal Staff Selection Commission, the amount of ₹..... only (write the sum in words) to indemnify and keep indemnified the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission against any loss or damage that may be caused to or suffered by the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission by reason of any breach by the Agency or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission 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 Agency and the amount of loss or damage that has been caused or suffered by the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission 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-cum-Controller of Examinations, West Bengal Staff Selection Commission.
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 fulfillment in all respects of the said contract by the Agency, 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-cum-Controller of Examinations, West Bengal Staff Selection Commission before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission.

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-cum-Controller of Examinations, West Bengal Staff Selection Commission.
4. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Agency 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 Secretary-cum-Controller of Examinations, West Bengal 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 Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Secretary-cum-Controller of Examinations, West Bengal 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 Agency or for any forbearance and/ or omission on the part of the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission or any indulgence by the Secretary-cum-Controller of Examinations, West Bengal Staff Selection Commission to the said Agency 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 Agency.

Date: .....

Signature.....

Place: .....

Printed Name.....

(Designation)

(Bank's common seal)

