



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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NOTICE INVITING TENDER

No. 03 / NIT / EXAM / WBSSC/ 2013

Dated, 23/ 09/ 2013

Sealed tenders (Two Bids Packet) in two parts, i.e, **Part I- Technical Bid** and **Part- II- Price Bid** are invited by the **West Bengal Staff Selection Commission**, item - wise, from eligible firms having adequate experience and credential in the concerned field (s) of work, for the following items:-

Item No.	Subject
A	Printing and Supply of Blank Descriptive Answer Booklets With Bar-Coded OMR Front Page (100 GSM) readable on OMR / ICR System in the Format (Specification & Design) to be decided by the Commission.
B	Printing and Supply of pre – printed Stationery items like Admit Cards, Hall - wise Attendance Sheets, Letters for verification of Testimonials, Nomination Letters, etc.
C	Printing and Supply of miscellaneous items like various Forms, Reporting Formats, Registers, Item writing Booklets (with spiral binding), Guideline Booklets for Centre-in-charges, Venue-in-charges, Invigilators, etc.

for entering into a contract for meeting the Commission's requirements **for a period of one year** from the date of award of work.

Interested Agencies/ Firms having adequate knowledge and experience in the concerned field of work may download the Tender Form from the website free of cost. But during submission of tender (s), Tenderers must deposit a sum of **Rs. 1000/- (Rupees one thousand) only** for each category of items as the price of Tender document, in the form of **Demand Draft** to be drawn in favour of the **Secretary, West Bengal Staff Selection Commission**, payable at **Kolkata** along with the Technical Bid.

Tenderers may submit the bid in prescribed manner as mentioned in this **Notice Inviting Tenders** for any or all of the above noted item/ items (category - wise) on all working days between **11AM to 3 PM**, on or before the closing date, in the drop box kept at **3rd floor of Commission's Office at Mayukh Bhaban, Salt Lake, Kolkata- 700091**.

**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**

I. IMPORTANT SCHEDULE :

- A. Closing Date & Time for Submission of Technical Bid & Financial Bid : **3 PM on 7th October, 2013**
- B. Due Date & Time for opening of Technical Bid : **1 PM on 8th October, 2013**
- C. Due Date & Time for opening of Financial Bid (only for those tenderers who will be able to pass the scrutiny of the Technical Bids) : **1 PM on 9th October, 2013**

II. SUBJECT:

ITEM – A: PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLETS WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR / ICR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION

Printing and supply of blank Descriptive Answer Booklets (with **4 / 8 / 12 / 16 nos. sheets of minimum 80 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/ ICR 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.

Specific Terms and Conditions

- 1) The tenderer 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, can visit the premises of the tenderer 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 sheet** should be **100 GSM or more non – absorbing Maplitho Paper of A4 size from reputed Mills**.
- 4) The **serial number** of each answer book is to be chronologically printed on the OMR sheet in the place specified.
- 5) The OMR sheet should have **Barcodes** at three places, as per the specification provided by the West Bengal Staff Selection Commission. It should have deep **perforations** at designated places.
- 6) The back of the OMR sheet should have instructions printed on it as per specification provided by the West Bengal Staff Selection Commission.
- 7) The Answer Books shall be manufactured according to the specifications laid down by the West Bengal Staff Selection Commission. The sheets of paper should be **non-absorbing 80 GSM**

Maplitho white paper from reputed Mills. The Answer books should be A4 size having **4 / 8/ 12/ 16** sheets excluding OMR sheet.

- 8) The answer books along with OMR sheet should be **machine thread stitched** along the spine using good quality thread (**Minimum 5 stitches per inch**).
- 9) The printing of answer book with OMR sheet refers to printing of Static field only. The name of the West Bengal Staff Selection Commission should be printed on the answer Book as a **Static field**.
- 10) The printing of **Static field** shall be done in **single colour**.
- 11) The answer books 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 answer books are to be delivered as per the instructions of the West Bengal Staff Selection Commission and within the time frame fixed by the Commission.
- 12) The successful tenderer has to supply the **Answer Book Control Bundle slips with Barcode in A4 size on 100 GSM or more Maplitho Paper** with single colour printing on front side and the reverse side as per the sample provided by the West Bengal Staff Selection Commission.
- 13) The tenderer has to submit the **sample of Answer Book with Barcoded OMR Sheet and Control Bundle Slip** along with the tender which must be kept in the **Technical Bid cover**.

INFORMATION IN A NUTSHELL

✓ <u>Item No. of Tender</u>	: A
✓ Cost of Tender Document	: Rs.1000/- (Rupees One Thousand) only, To be submitted with the Technical Bid .
✓ Instructions to Tenderers, Pre-qualification Criteria (PQ), Schedule of Requirement with Specification, Evaluation Criteria and Conditions of Contract	: Refer Annexure – I of this Notice.
✓ Proforma for Technical Bid	: Refer Annexure – II A of this Notice.
✓ Proforma for Financial Bid	: Refer Annexure – III A of this Notice.
✓ Bid Security (Earnest Money)	: Rs. 30,000/- (Rupees Thirty Thousand) only, to be submitted with the Technical Bid.
✓ Contract Performance Security	: Rs. 30,000/- (Rupees Thirty Thousand) only.
✓ Undertaking by the Tenderer	: Refer Annexure – IV of this Notice.
✓ Proforma of Bank Guarantee for Bid Security (Earnest Money)	: Refer Annexure – V of this Notice.

✓ Proforma of Guarantee Bond for
Performance Security
(Security Money)

: Refer **Annexure – VI** of this Notice.

ITEM – B: PRINTING AND SUPPLY OF PRE – PRINTED STATIONERY ITEMS LIKE ADMIT CARDS, HALL - WISE ATTENDANCE SHEETS, LETTERS FOR VERIFICATION OF TESTIMONIALS, ETC.

Printing and supply of Pre-printed Stationery items like Admit Cards, Hall-wise Attendance Sheets, Letters for Verification of Testimonials, Nomination Letters, etc. is to be made as per direction of the Commission, from time to time strictly adhering to the specifications / time schedule prescribed for the purpose.

Specific Terms and Conditions

- Printing must be done on **A4 size white paper**.
- The white paper to be used for printing must be **at least 80 GSM or more Non - absorbing Maplitho Paper of A4 size from reputed mills**.
- Printing should be done in **single colour in** all kinds of documents stated above. Specific colours for the purpose will be intimated by the Commission as and when required, from time to time.
- The tenderer 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.
- The Officers of the West Bengal Staff Selection Commission, however, can visit the premises of the tenderer 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.
- Only **Admit Cards** should have **provisions for folding in the form of an inland letter**, which may be sealed by using machine, afterwards, just before final despatch.
- The Pre-printed stationeries shall be printed according to the design and specifications laid down by the West Bengal Staff Selection Commission.
- The printing of Pre-printed stationeries refers to printing of **Static field** only. The name of the West Bengal Staff Selection Commission should be printed on each page of all item (s) as a Static field.
- The pre-printed items are to be packed in **bundles of 100 numbers**, in good quality firm card board packing after wrapping it with butter cover papers/ plastic packets. The packed stationeries are to be delivered as per the instructions of the West Bengal Staff Selection Commission and within the time frame fixed by the Commission.
- The tenderer has to submit the **sample of paper** along with the tender which must be kept in the **Technical Bid cover**.

INFORMATION IN A NUTSHELL

✓ <u>Item No. of Tender</u>	: B
✓ Cost of Tender Document	: Rs.1000/- (Rupees One Thousand) only , to be submitted with the Technical Bid.
✓ Instructions to Tenderers, Pre-qualification Criteria (PQ), Schedule of Requirement with Specification, Evaluation Criteria and Conditions of Contract	: Refer Annexure – I of this Notice.
✓ Proforma for Technical Bid	: Refer Annexure – II B of this Notice.
✓ Proforma for Financial Bid	: Refer Annexure – III B of this Notice.
✓ Bid Security (Earnest Money)	: Rs. 30,000/- (Rupees Thirty Thousand) only , to be submitted with the Technical Bid.
✓ Contract Performance Security	: Rs. 30,000/- (Rupees Thirty Thousand) only .
✓ Undertaking by the Tenderer	: Refer Annexure – IV of this Notice.
✓ Proforma of Bank Guarantee for Bid Security (Earnest Money)	: Refer Annexure – V of this Notice.
✓ Proforma of Guarantee Bond for Performance Security (Security Money)	: Refer Annexure – VI of this Notice.

ITEM – C: PRINTING AND SUPPLY OF MISCELLANEOUS ITEMS LIKE VARIOUS FORMS, REPORTING FORMATS, REGISTERS, ITEM WRITING BOOKLETS (WITH SPIRAL BINDING), GUIDELINE BOOKLETS FOR CENTRE-IN- CHARGES, VENUE-IN-CHARGES, INVIGILATORS, ETC.

Printing and supply of miscellaneous items like various Forms, Reporting Formats, Registers, Item writing Booklets (with Spiral Binding), Guideline Booklets for Centre-in-Charges, Venue-in-Charges, Invigilators, etc. is to be made as per direction of the Commission, from time to time strictly adhering to the specifications / time schedule prescribed for the purpose.

Specific Terms and Conditions

- Printing must be done on **A4 size white paper of at least 80 GSM or more non-absorbing Maplitho Paper of A4 size from reputed Mills** for all types of articles mentioned under this item.
- Printing should be done in **single colour** for all kinds of documents stated under this item.

- Following specifications are to be strictly adhered to for the respective type of work (s):-

Sl. No.	Type of Work	Paper Size	Printing Areas	No. of sheets per Booklet
1	Printing of Various Forms	A4	Single side	Not applicable
2	Printing of Various Forms	A4	Both side	Do
3	Printing of Various Reporting Formats	A4	Single side	Do
4	Printing of Various Reporting Formats	A4	Both side	Do
5	Pre-printed bound Registers with hard covers	A4	Single Side	100 Sheets per register
6	Pre-printed bound Registers with hard covers	A4	Both Side	100 Sheets per register
7	Pre-printed Item Writing Booklets with Spiral Binding having semi hard Printed Covers	A4	Both Side	100 Sheets per register
8	Various Guideline booklets	A4	Both Side	Vary from time to time (may range between 10 sheets to 50 sheets per Booklet) – Rate should be quoted for per page
9	Various Guideline booklets	Half (1/2) of A4	Both Side	Vary from time to time (may range between 10 sheets to 50 sheets per Booklet) – Rate should be quoted for per page

- The tenderer should have all the arrangements for printing, stitching, ruling, binding, Spiral binding, packing, perforating etc. to the satisfaction of the West Bengal Staff Selection Commission.
- The Officers of the West Bengal Staff Selection Commission, however, can visit the premises of the tenderer 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.
- All of the items mentioned here shall be printed according to the design and specifications laid down by the West Bengal Staff Selection Commission.

- The forms are to be packed in **bundles of 100 numbers**, in good quality firm card board packing after wrapping it with butter cover papers/ plastic packets. The packed stationeries are to be delivered as per the instructions of the West Bengal Staff Selection Commission and within the time frame fixed by the Commission.

INFORMATION IN A NUTSHELL

✓ <u>Item No. of Tender</u>	: C
✓ Cost of Tender Document	: Rs.1000/- (Rupees One Thousand) only , to be submitted with the Technical Bid.
✓ Instructions to Tenderers, Pre-qualification Criteria (PQ), Schedule of Requirement with Specification, Evaluation Criteria and Conditions of Contract	: Refer Annexure – I of this Notice.
✓ Proforma for Technical Bid	: Refer Annexure – II C of this Notice.
✓ Proforma for Financial Bid	: Refer Annexure – III C of this Notice.
✓ Bid Security (Earnest Money)	: Rs. 20,000/- (Rupees Twenty Thousand) only , to be submitted with the Technical Bid.
✓ Contract Performance Security	: Rs. 20,000/- (Rupees Twenty Thousand) only .
✓ Undertaking by the Tenderer	: Refer Annexure – IV of this Notice.
✓ Proforma of Bank Guarantee for Bid Security (Earnest Money)	: Refer Annexure – V of this Notice.
✓ Proforma of Guarantee Bond for Performance Security (Security Money)	: Refer Annexure – VI of this Notice.

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ANNEXURE-I

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

1. Sale of Tender documents

Interested Tenderers may download the Tender Form from the website www.wbssc.gov.in free of cost. But during submission, bidders must deposit a sum of **Rs. 1000/- (Rupees one thousand) only** for each category of items as the price of Tender document, in the form of **Demand Draft** to be drawn in favour of the **Secretary, West Bengal Staff Selection Commission**, payable at **Kolkata** along with the Technical Bid, failing which the tender will be summarily rejected.

2. Submission of Bid

1. The tenderers shall submit the sealed bid containing two separate sealed covers as prescribed below addressed to “**The Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata- 700091**” by **3 P.M. on or before 7th October, 2013** in the tender box kept **at 3rd Floor** of the office 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. The tenders received after the due date and time will be summarily rejected. The Commission will not be liable for postal delay, if any.

In case closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received and opened on the next working day at the same time.

2. Tenders should be submitted by dropping in the drop box kept at the office of the **West Bengal Staff Selection Commission, Mayukh Bhavan (3rd Floor), Salt Lake, Kolkata - 700091** or by Post / Courier addressed to “**Secretary, West Bengal Staff Selection Commission, Mayukh Bhavan (3rd Floor), Salt Lake, Kolkata - 700091** ”, which should reach by the scheduled date and time.

Part-I : Technical Bid :

The first sealed cover should contain:

- (i) Confirmation of understanding the Scope of supply, specification and other terms & conditions mentioned in para 6.0 and details of procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of validity of Financial Bid for 60 days from the date of opening of the tender.

- (ii) A list of Plant & Machinery available to undertake the work.
- (iii) **Bid Security (Earnest Money) of Rs 30,000/- (Rupees Thirty Thousand) only** each for **Item No. A or B** and of **Rs. 20,000/- (Rupees Twenty Thousand) only** for **Item No. C**, in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” or in the form of Bank Guarantee.
- (iv) Copies of IT returns and audited accounts of last preceding three years.
- (v) A list of similar work undertaken in the past three years for **Item No. A or B or C** executed by the Tenderer (Firm) 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 orders mentioned in the list should also be attached.
- (vi) The envelope should be super scribed with the following words (in BLOCK Letters) in respect to the item bid for:-

Item	The envelope containing Technical Bid should be super scribed with
A	“TECHNICAL BID FOR PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLETS WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR / ICR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION”
B	“TECHNICAL BID FOR PRINTING AND SUPPLY OF PRE – PRINTED STATIONERY ITEMS LIKE ADMIT CARDS, HALL - WISE ATTENDANCE SHEETS, LETTERS FOR VERIFICATION OF TESTIMONIALS, ETC.”
C	“TECHNICAL BID FOR PRINTING AND SUPPLY OF MISCELLANEOUS ITEMS LIKE VARIOUS FORMS, REPORTING FORMATS, REGISTERS, ITEM WRITING BOOKLETS (WITH SPIRAL BINDING), GUIDELINE BOOKLETS FOR CENTRE–IN-CHARGES, VENUE-IN-CHARGES, INVIGILATORS, ETC.”

The technical quotations will be opened in the Conference Room (3rd floor) of Commission’s office at Mayukh Bhaban, Salt Lake on **08/ 10/ 2013 at 1 P.M.** sharp in presence of the tenderers who may like to remain present.

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Part-II : Financial Bid :

The second sealed cover should contain:

The “Financial Bid” and a photocopy of the Demand Draft / Bank Guarantee as **Earnest Money** deposited with the Technical Bid. The envelope should be super scribed with the following words:-

Item	The envelop containing Financial Bid should be super scribed with
A	“FINANCIAL BID FOR PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLETS WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR / ICR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION”
B	“FINANCIAL BID FOR PRINTING AND SUPPLY OF PRE – PRINTED STATIONERY ITEMS LIKE ADMIT CARDS, HALL - WISE ATTENDANCE SHEETS, LETTERS FOR VERIFICATION OF TESTIMONIALS, ETC.”
C	“FINANCIAL BID FOR PRINTING AND SUPPLY OF MISCELLANEOUS ITEMS LIKE VARIOUS FORMS, REPORTING FORMATS, REGISTERS, ITEM WRITING BOOKLETS (WITH SPIRAL BINDING), GUIDELINE BOOKLETS FOR CENTRE-IN-CHARGES, VENUE-IN-CHARGES, INVIGILATORS, ETC.”

The “Financial Bid” would be opened only of those tenderers whose Technical Bids are found to be in conformity with pre-qualification criteria of the tender and found to be capable of undertaking the work. The Financial Bids will be opened in respect of shortlisted tenderers only on **09/ 10/ 2013 at 1 p.m.** sharp in the Conference Room (3rd Floor) of Commission’s office at Mayukh Bhaban, Salt Lake in presence of the shortlisted tenderers who may like to remain present .

3. Validity of Bids:

The tenderer shall keep the “Financial Bid” valid for acceptance for a minimum period of 45 days after the last date for receipt of the Bids.

4. Bid Security (Earnest Money)

- (i) **Bid Security (Earnest Money) of Rs 30,000/- (Rupees Thirty Thousand) only** each for **Item No. A or B** and of **Rs. 20,000/- (Rupees Twenty Thousand) only** for **Item No. C**, in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” or in the form of Bank Guarantee **MUST BE SUBMITTED** with the Technical Bid, failing which the bid will be summarily rejected. No exemption would be permitted from submission of Bid Security under any circumstances. The Bank Guarantee from any Scheduled Banks of India approved by RBI in the prescribed form as per **Annexure-V** will also be accepted as Bid Security. Bids without Bid Security will be summarily rejected. The Bid security shall be kept valid for a period of 45 days beyond Financial Bid validity period. If a tenderer 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 Bid security will be forfeited.

5. Pre-Qualification Criteria (Eligibility Criteria):

5.1 **General:** For Item- A or B, the tenderer should have a minimum average turnover of **Rs. Twenty Five Lakh** in each of the last three accounting years for each work. A bidder intending to bid for both should have a minimum average turnover of **Rs. Fifty Lakh** in each of the last three accounting years.

For Item- C, the tenderer should have a minimum average turnover of **Rs. Ten Lakh** in each of the last three accounting years for each work.

5.2 For Item A : Tenderer must have -

- (i) Minimum printing capacity of **50,000 (Fifty thousand) sheets per day**. [However the bidder should be capable of enhancing the capacity up to **1,00,000 (One Lakh)** sheets per day at a notice of a fortnight.]
- (ii) Experience of printing OMR answer sheets for a period of at least two years in the last three years with minimum printing volume of at least 5 lakhs per year.

For Item B : Tenderer must have –

Minimum printing capacity of **50,000 (Fifty Thousand) sheets per day**. [However the bidder should be capable of enhancing the capacity up to **1,00,000 (One Lakh)** sheets per day at a notice of a fortnight.]

For Item C: Tenderer must have –

Minimum printing capacity of **50,000 (Fifty Thousand) sheets per day**. [However the bidder should be capable of enhancing the capacity up to **1,00,000 (One Lakh)** sheets per day at a notice of a fortnight.]

Minimum printing and processing capacity of **100 (One Hundred) Item Writing Booklets (having 100 sheets each) within a period of fifteen days**.

6. Scope of Supply, Delivery Schedule and terms & conditions:

6.1 Scope of Supply with specification:

Item No	Description	Estimated Scope of supply
A	Printing and Supply of Blank Descriptive Answer Booklets with Bar-coded OMR Front Page – Separately for i) 4 nos. Blank Sheets, ii) 8 nos. Blank Sheets, iii) 12 nos. Blank Sheets, or iii) 16 nos. Blank Sheets.	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 10,00,000 (Ten Lakh) Answer Booklets with OMR Front Page. The actual requirement may vary.

B	Printing and Supply of pre – printed Stationery items like Admit Cards, Hall - wise Attendance Sheets, Letters for verification of Testimonials, Nomination Letters, etc.	
	i) Admit cards:	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 15,00,000 (Fifteen Lakh) Admit Cards. The actual requirement may vary.
	ii) Hall - wise attendance sheets:	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 4,00,000 (Four Lakh) Hall-wise attendance sheets. The actual requirement may vary.
	iii) Letters for verification of testimonials:	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 25,000 (Twenty Five Thousand) such letters. The actual requirement may vary.
C	Printing and Supply of miscellaneous items like various Forms, Reporting Formats, Registers, Item writing Booklets (with spiral binding), Guideline Booklets for Centre-in- charges, Venue-in-charges, Invigilators, etc.	
	i) A4 Size Reporting formats/ forms (single side printing)	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 1,00,000 (One Lakh) such formats/ forms. The actual requirement may vary.
	ii) A4 size Reporting formats / forms (both side printing)	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 1,00,000 (One Lakh) such formats/ forms. The actual requirement may vary.
	iii) A4 Size/ Half of A4 size Guideline booklets (to be bound by stapling)	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 20,000 (Twenty Thousand) such booklets. The actual requirement may vary.
	iv) A4 Size Item Writing booklets (with Spiral binding)	During Financial Year 2013-14, it is estimated that the Commission will be utilizing about 500 (Five Hundred) such booklets. The actual requirement may vary.

Note :

The Tenderer may note that the said quantities are purely indicative and the Commission does not guarantee any minimum quantities.

6.2 Evaluation of Bids (Ranking Criteria):

The tenderer shall quote all inclusive rate of each item mentioned in para 6.1 separately in Price Schedule as per **Annexure-IIA/ II B/ IIC**, whichever is applicable, clearly indicating Excise duty, Service Tax, Sales Tax and Vat if any. The Price Schedule shall be kept in second sealed cover, super scribed with words **as stated in Part-II of para 2 in page no. 12 of this notice.**

6.3 Contract Performance Security (Security Deposit):

The firm / firms entering into a contract for performance of the work Agreement will be required to deposit **Contract Performance Security (Security Money) as prescribed by the Commission** 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-IV**.

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 security deposit 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.

6.4 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. Tenderers 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 Tenderer 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 – **Rs 10,000/- (Rupees Ten Thousand) only per day.**
- (ii) For missing sheets / mistakes in numbering etc. – **Rs 5,000/- (Rupees Five Thousand) only per sheet.**

(b) Supply:

- (i) For each day of delay beyond three days of the scheduled date of supply- **Rs. 5,000/- (Rupees Five Thousand) only per day.**

6.5 Payment Terms:

Payment for any or all Items (A/ B/ C) noted in this Notice would be made by the Commission in the following manner:-

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.

6.6 General Terms & Conditions

3. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenderers complying partly to the said terms and conditions are liable to be rejected. West Bengal Staff Selection Commission will process the tenders as per the standard procedures followed by the Government of West Bengal.
4. The Commission reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected.
5. The tender must be submitted in the prescribed tender format only.
6. Hypothetical and conditional tenders will not be entertained.
7. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as **“Technical Bid”**. The Financial Bid should be submitted in a separate sealed envelope superscribing as **“Financial Bid”**.
8. The sealed envelopes of “Technical Bid” and “Financial Bid” should be kept in a single large envelope superscribing **“Tender for _____ (Respective Item)”**.
9. **All the pages of the tender document, technical bid and financial bid** are required to be **signed** by the tenderer or the authorised representative on behalf of the tenderer along with **seal** of the firm and date.
10. The Commission is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
11. The Technical Bid envelope will be opened first in presence of the tenderers with authorisation letters from the respective company / firm at Commission’s Conference Room at 3rd Floor of Mayukh Bhaban, Salt Lake, Kolkata – 700091.
12. If the bidder qualifies in the Technical Bid, the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all committee members with a remark “Not opened because disqualified in the Technical Bid”.
13. Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.

14. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as '**subject to**', '**prior sale**' etc. will be ignored. Ambiguity must be avoided in filling the Tender and the language used in filling the Tender Forms must be clear and precise. Tenders not complying with these conditions may be rejected.
15. No revision of the price bid will be allowed once the price bids are opened.
16. The successful tenderer should make an agreement on a non-judicial stamp paper of appropriate value with the **West Bengal Staff Selection Commission** stating that the firm / agency will abide by all the terms and conditions laid down by the Commission.
17. No claim for price increase will be entertained after signing the contract for one year. The period of contract may be extended beyond one year on satisfactory execution of the said work at same rates. Extension of the said contract is at the sole discretion of the West Bengal Staff Selection Commission.
18. The Tenderer (s) will be responsible for the proof reading of all the items approved by the West Bengal Staff Selection Commission and will have to obtain the necessary order from the Commission before execution of the work.
19. No additional payment will be made for preparation of samples. Preparation of samples / design shall be made as per the instruction given by the Commission.
20. The EMD / Security deposit is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the West Bengal Staff Selection Commission and the firm shall be black listed.
21. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be converted to Performance Security which will be returned to the bidder after successful execution of the contract.
22. The successful tenderer shall supply the tendered goods within a period of **three weeks (21 days)**. In case of delay in supply, **5%** of the order amount shall be deducted for each week of delay. The final printing will be made after approval of the draft proof at their cost.
23. The quantity may vary depending upon the requirement of the Commission. The tenderer shall however, not print more than the quantity ordered for. If excess quantity of any tendered item (s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the West Bengal Staff Selection Commission (without any cost) only with the undertaking that no such Answer Books are kept with the supplier. In case of any error / defect, the **Chairman, West Bengal Staff Selection Commission** is competent to take action as deemed fit, which shall be final and binding on the tenderer.
24. If the tenderer fails to complete the job and the West Bengal Staff Selection Commission has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm (s) bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Chairman, West Bengal Staff Selection Commission.
25. The tenderer must not have been black listed earlier by any of the Universities or Examination Boards or Agencies or any other organisation.
26. Payments will be made only after satisfactory and successful completion of the work and upon submission of bills subject to TDS as applicable. No advance will be paid to carry out the work.
27. The **Chairman, West Bengal Staff Selection Commission** reserves the right to change the ordered quantity or specification without assigning any reason (s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order in multiple of 1000.

28. The Chairman, West Bengal Staff Selection Commission has the power either to accept or to reject the tender wholly or partially without assigning any reason and his decision will be final in this regard.
29. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the firm against the Contract for such quantities as may be decided by the Commission as and when supply of any of the item (s) is / are required during the currency of the contract.
30. 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.
31. The West Bengal Staff Selection Commission reserves the right to enter into contract with more than one firm for any or all items (A/ B/ C) mentioned in this Notice. The decision of the West Bengal Staff Selection Commission in this regard will be final and binding.
32. The West Bengal Staff Selection Commission reserves the right to terminate the contract at any time if it is satisfied that the firm has failed to fulfil its obligations as per the terms & conditions contained in the Price Agreement. The decision of the West Bengal Staff Selection Commission in this regard will be final and binding.
33. No extra packing and / or Carrying charges shall be given to the Agency / Agencies selected by the Commission for packing of any or all articles mentioned in this Notice and delivery of the same to the Commission's office or any other place (s) to be decided by the Commission. No extra charges shall also be given for preparing any sample (s) of any article (s) mentioned herein and their delivery as and when directed by the Commission. Tenderer should bid accordingly.

7.0 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.

**Secretary cum Controller of Examinations
West Bengal Staff Selection Commission**

Continued to next page.....



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

E Mail: adm.ssc-wb@nic.in

Annexure- II A

PROFORMA FOR TECHNICAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – A: PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLETS WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR / ICR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION

- **General Information:**

Sl. No.	Item	Description
1	Name of the Firm / Company	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Kolkata (if any) (iii) Factory Location	
3	Year of establishment	
4	E-mail address	
5	Telephone Number(s)	
6	Fax No	
7	Is your firm registered under a) The Indian Companies Act b) The Indian Partnership Act	

8	if your firm is a sole proprietorship firm (give details)	
9	If your firm comes under any other categories (give details)	
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance Company and policy Number	
11	Sale Tax/VAT Regn.No./ TIN No.	
12	Permanent Account No (PAN)	
13	Service Tax Registration Number i.e. TAN/SRIN	

- **Specification of the Paper:**

Sl. No.	Specification	OMR Sheet	Answer Book Pages
1	GSM		
2	Tensile Strength		
3	Tear Strength		
4	Moisture Contain		
5	Thickness		

- **Availability of Computer:**

Sl. No.	No of Computers	Make & other Description	Detail of DTP Software & Font used for making Art Work	Working Capacity Hrs / Day
1				
2				
3				

- **Availability of Printing Machines:**

Sl. No.	Make and Other Description	Number of Machines	Working Capacity per Hrs / Day
1			
2			
3			

- **Availability of Scanning Machines:**

Sl. No.	Make and Other Description	Number of Machines	Working Capacity per Hrs / Day
1			
2			
3			

- **Available Man Power:**

Sl. No.	Designation of the Personnel	Number of Personnel
1	Full Time	
2	Part Time	
3	Any other	

- **Experience of the Firm:**

Please enclose Experience Certificate (Printing of certificates during last three years in the immediate recent past financial year)

Sl. No.	Name of Board / University/ Similar Organisation etc.	Name of work	Volume of work
1			
2			
3			

- Annual turnover of last three years. (Enclose documentary proof):

Financial Year	Year Annual Turnover (in Rupees)
2012-13	
2011-12	
2010-11	

Date: _____

Signature of Tenderer

Encl: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

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Annexure- II B

PROFORMA FOR TECHNICAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – B: PRINTING AND SUPPLY OF PRE – PRINTED STATIONERY ITEMS LIKE ADMIT CARDS, HALL - WISE ATTENDANCE SHEETS, LETTERS FOR VERIFICATION OF TESTIMONIALS, ETC.

- **General Information:**

Sl. No.	Item	Description
1	Name of the Firm / Company	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Kolkata (if any) (iii) Factory Location	
3	Year of establishment	
4	E-mail address	
5	Telephone Number(s)	
6	Fax No	
7	Is your firm registered under a) The Indian Companies Act b) The Indian Partnership Act	
8	if your firm is a sole proprietorship firm (give details)	

9	If your firm comes under any other categories (give details)	
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance Company and policy Number	
11	Sale Tax/VAT Regn.No./ TIN No.	
12	Permanent Account No (PAN)	
13	Service Tax Registration Number i.e. TAN/SRIN	

- **Specification of the Paper:**

Sl. No.	Specification	Hall-wise Attendance Sheet	Other Pre-printed Stationeries
1	GSM		
2	Tensile Strength		
3	Tear Strength		
4	Moisture Contain		
5	Thickness		

- **Availability of Computer:**

Sl. No.	No of Computers	Make & other Description	Detail of DTP Software & Font used for making Art Work	Working Capacity Hrs / Day
1				
2				
3				

- **Availability of Printing Machines:**

Sl. No.	Make and Other Description	Number of Machines	Working Capacity per Hrs / Day
1			
2			
3			
4			
5			

- **Available Man Power:**

Sl. No.	Designation of the Personnel	Number of Personnel
1	Full Time	
2	Part Time	
3	Any other	

- **Experience of the Firm:**

Please enclose Experience Certificate (Printing of certificates during last three years in the immediate recent past financial year)

Sl. No.	Name of Board / University/ Similar Organisation etc.	Name of work	Volume of work
1			
2			
3			
4			
5			

- Annual turnover of last three years. (Enclose documentary proof):

Financial Year	Year Annual Turnover (in Rupees)
2012-13	
2011-12	
2010-11	

Date: _____

Signature of Tenderer

Encl: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Annexure- II C

PROFORMA FOR TECHNICAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – C: PRINTING AND SUPPLY OF MISCELLANEOUS ITEMS LIKE VARIOUS FORMS, REPORTING FORMATS, REGISTERS, ITEM WRITING BOOKLETS (WITH SPIRAL BINDING), GUIDELINE BOOKLETS FOR CENTRE-IN- CHARGES, VENUE-IN-CHARGES, INVIGILATORS, ETC.

- **General Information:**

Sl. No.	Item	Description
1	Name of the Firm / Company	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Kolkata (if any) (iii) Factory Location	
3	Year of establishment	
4	E-mail address	
5	Telephone Number(s)	
6	Fax No	
7	Is your firm registered under a) The Indian Companies Act b) The Indian Partnership Act	

8	if your firm is a sole proprietorship firm (give details)	
9	If your firm comes under any other categories (give details)	
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance Company and policy Number	
11	Sale Tax/VAT Regn.No./ TIN No.	
12	Permanent Account No (PAN)	
13	Service Tax Registration Number i.e. TAN/SRIN	

- **Specification of the Paper:**

Sl. No.	Specification	Pre- printed Registers/ Item Writing Booklets	Guidelines/ Forms/ Formats
1	GSM		
2	Tensile Strength		
3	Tear Strength		
4	Moisture Contain		
5	Thickness		

- **Availability of Computer:**

Sl. No.	No of Computers	Make & other Description	Detail of DTP Software & Font used for making Art Work	Working Capacity Hrs / Day
1				
2				
3				

- **Availability of Printing Machines:**

Sl. No.	Make and Other Description	Number of Machines	Working Capacity per Hrs / Day
1			
2			
3			

- **Availability of Scanning Machines:**

Sl. No.	Make and Other Description	Number of Machines	Working Capacity per Hrs / Day
1			
2			
3			

- **Available Man Power:**

Sl. No.	Designation of the Personnel	Number of Personnel
1	Full Time	
2	Part Time	
3	Any other	

- **Experience of the Firm:**

Please enclose Experience Certificate (Printing of certificates during last three years in the immediate recent past financial year)

Sl. No.	Name of Board / University/ Similar Organisation etc.	Name of work	Volume of work
1			
2			
3			

- Annual turnover of last three years. (Enclose documentary proof):

Financial Year	Year Annual Turnover (in Rupees)
2012-13	
2011-12	
2010-11	

Date: _____

Signature of Tenderer

Encl: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

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Annexure – IIIA

PROFORMA FOR FINANCIAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – A: PRINTING AND SUPPLY OF BLANK DESCRIPTIVE ANSWER BOOKLETS WITH BAR-CODED OMR FRONT PAGE (100 GSM) READABLE ON OMR / ICR SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) TO BE DECIDED BY THE COMMISSION

Details of the rate Quoted

Sl. No.	Component of Rate for	Probable Range	Amount (in Rs) per complete Booklet
1.	Answer Booklet containing 4 sheets of 80 GSM A4 size white paper with 100 GSM Bar Coded OMR Front page, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
2.	Answer Booklet containing 8 sheets of 80 GSM A4 size white paper with 100 GSM Bar Coded OMR Front page, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
3.	Answer Booklet containing 12 sheets of 80 GSM A4 size white paper with 100 GSM Bar Coded OMR Front page, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	

4.	Answer Booklet containing 16 sheets of 80 GSM A4 size white paper with 100 GSM Bar Coded OMR Front page, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	

Declaration: (i) The rates quoted above are inclusive of all statutory taxation liabilities in force and therefore, no extra charges on account of any taxes will be charged under any circumstances.

(ii) No extra charges for packing and transportation of the articles will be levied under any Circumstances, whatsoever.

Date: _____

Signature of Tenderer

Encl: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

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Annexure – III B

PROFORMA FOR FINANCIAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – B: PRINTING AND SUPPLY OF PRE – PRINTED STATIONERY ITEMS LIKE ADMIT CARDS, HALL - WISE ATTENDANCE SHEETS, LETTERS FOR VERIFICATION OF TESTIMONIALS, ETC.

Details of the rate Quoted

Sl. No.	Component of Rate for	Probable Range	Amount (in Rs) per 1000 pieces
1.	Printing (both side) and supply of Admit Cards , maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
2.	Printing (single side) and supply of Hall-wise Attendance Sheets maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
3.	Printing (both side) and supply of Hall-wise Attendance Sheets maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
4.	Printing (both side) and supply of Letters for Verification of Testimonials , maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50,000	
		50001 to 100,000	
		More than 100,000	
		50001 to 100,000	
		More than 100,000	

Declaration: (i) The rates quoted above are inclusive of all statutory taxation liabilities in force and therefore, no extra charges on account of any taxes will be charged under any circumstances.

(i) No extra charges for packing and transportation of the articles will be levied under any Circumstances, whatsoever.

Date: _____

Signature of Tenderer

Enclo: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

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Annexure – III C

PROFORMA FOR FINANCIAL BID

Ref: N.I.T. NO. 03 / NIT / EXAM / WBSSC / 2013, Dated, 23/ 09/ 2013, issued by the office of WBSSC

ITEM – C: PRINTING AND SUPPLY OF MISCELLANEOUS ITEMS LIKE VARIOUS FORMS, REPORTING FORMATS, REGISTERS, ITEM WRITING BOOKLETS (WITH SPIRAL BINDING), GUIDELINE BOOKLETS FOR CENTRE-IN- CHARGES, VENUE-IN-CHARGES, INVIGILATORS, ETC.

Details of the rate Quoted

Sl. No.	Component of Rate for	Probable Range	Amount (in Rs) per 1000 sheets/ per Booklet
1.	Printing (single side) and supply of various forms in A4 size white paper of at least 80 GSM thickness, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 10,000	
		10001 to 50,000	
		More than 50,000	
2.	Printing (Both side) and supply of various forms in A4 size white paper of at least 80 GSM thickness, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 10,000	
		10001 to 50,000	
		More than 50,000	
3.	Printing (Both side) and supply of Item writing Booklets (each containing 100 sheets of A4 size white paper of at least 80 GSM thickness and with printed top sheets of 100 GSM thickness) with spiral binding, maintaining all specifications, terms and conditions mentioned in the NIT	Upto 50	
		50 to 100	
		More than 100	
4.	Printing (Both side) and supply of Various Guideline Booklets (of A4 size white paper of at least 80 GSM thickness) maintaining all specifications, terms and conditions mentioned in the NIT (Rate per sheet)	Upto 1000 pieces	
		More than 1000 pieces	

5.	Printing (Both side) and supply of Various Guideline Booklets (of half of A4 size white paper of at least 80 GSM thickness) maintaining all specifications, terms and conditions mentioned in the NIT (Rate per sheet)	Upto 1000 pieces	
		More than 1000 pieces	

Declaration: (i) The rates quoted above are inclusive of all statutory taxation liabilities in force and therefore, no extra charges on account of any taxes will be charged under any circumstances.

(i) No extra charges for packing and transportation of the articles will be levied under any Circumstances, whatsoever.

Date: _____

Signature of Tenderer

Encl: _____ no. sheets

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____

ANNEXURE-IV

UNDERTAKING BY THE TENDERER

- (i) I declare that I have gone through the instructions to Tenderers, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement contained in Annexure-I 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 period of 60 days from the due date of opening of Technical Bid.

Signature of Tenderer

Date: ____/ ____/ 2013

ANNEXURE – V

PROFORMA OF BANK GUARANTEE FOR BID SECURITY
(ON NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE)

Ref.....

Date.....

Bank Guarantee No.....

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

Dear Sir,

In accordance with your invitation to Tender No..... dated, ___/___/ 2013 For (description of work) M/s..... hereinafter called the tenderer with the following Directors on their board of Directors / Partners of the firm wish to participate in the said tender for (description of work). As a Bank Guarantee against Bid Guarantee for a sum of Rs. (in words and figures) valid for (105)* one hundred and five days from the date of opening of tender required to be submitted by the tenderers as a condition for the participation, this bank hereby guarantees and undertakes during the above said period of (105)* one hundred and five days to immediately pay on demand by the Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, the amount of Rs..... (in words and figures) to the said Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700 091, and without any reservation and recourse if

- (i) the tenderer after submitting his tender, modifies the rates or any of the terms & conditions thereof except with the previous written consent of the purchaser; or
- (ii) the tenderer withdraw the said bid within 60 days after opening of bid; or
- (iii) the tenderer having not withdrawn the bid, fails to furnish Performance Guarantee Bond (Security Deposit) within the period provided in Price Agreement.

This guarantee shall be irrevocable and shall remain valid up to 4.00 P.M. on If further extension to this guarantee is required, the same shall be extended by such required period on receiving instructions from M/s..... on whose behalf this guarantee is issued.

Date:.....

Place:

Name.....

Witness

Signature.....

Printed

(Designation)

(Bank's common seal)

ANNEXURE-VI

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
SECURITY

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 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 ‘Contractor’), this is to certify that at the request of the contractor We (Bank) are holding in trust in favour of the West Bengal Staff Selection Commission, the amount of Rs..... (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 contractor 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 contractor 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 fulfilment in all respects of the said contract by the Contractor, 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor.

Date

Signature

Place

Printed Name

Witness

(Designation)

(Bank's common seal)