

Bihar Combined Entrance Competitive Examination Board

I.A.S Association Building, Near Patna Airport, P.O-B.V.College

Website: www.bceceboard.bihar.gov.in

e- Mail: bceceboardbihar@gmail.com

TENDER NO. – BCECEB(TEN)-2018/08 Date : 12.03.2018

DETAIL NOTICE INVITING TENDER

About BCECEB:

Bihar Combined Entrance Competitive Examination Board (BCECEB) is constituted under Bihar Combined Entrance Competitive Examination Act, 1995. It conducts competitive examinations every year for admissions in various professional courses of Medical, Engineering and Agricultural streams in the Institutions of the state of Bihar.

Sealed Tenders (Two Bids Packet) in two parts, i.e., Part I - Technical Bid and Part II - Financial Bid are invited by the Controller of Examination, Bihar Combined Entrance Competitive Examination Board (BCECEB), Patna 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 Controller of Examination, BCECE Board'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.	Designing, Printing & Supply of OMR Answer Sheets with Barcodes & Perforation-readable on OMR System, in the format (Specifications & Design) to be decided by BCECE Board.
B.	Imaging of OMR Sheet , Double Scanning on OMR Scanners of Part-B, Single Scanning of Part-A, preparation of 100% error free Database and Preparation of Result

Interested Agencies having adequate Knowledge and experience in the concerned field of work may obtain Tender Documents from the Office of the BCECE Board, Patna on all working days till 30.03.2018 (upto 5.00 p.m.) on payment of Rs. 5,000/- (Rupees Five Thousand) only by way of Demand Draft only drawn in favour of the “**Controller of Examination, BCECE Board,**

Patna” payable at **"Patna"**. Alternatively, they may download from Board's website www.bceceboard.bihar.gov.in and pay Tender fees Rs. 5000/- (Rupees Five Thousand Only) in Demand Draft only as applicable.

The Bidders who submit their Tender on documents downloaded from Board's website www.bceceboard.bihar.gov.in will have to submit a Demand Draft of Rs. 5,000/- (Rupees Five Thousand) only in favour of the **“Controller of Examination, BCECE Board, Patna”** payable at **“Patna”** towards the cost of Tender documents, failing which the Tender will be summarily rejected.

Bidders shall submit the bid in prescribed manner as mentioned in this Notice Inviting Tender for all of the above noted items on all working days (till 2.00 p.m. on 02.04.2018) or before the closing date, in the Office of BCECE Board to the following address through Registered/Speed Post Only. Submission by hand and courier is not acceptable.

Controller of Examination

Bihar Combined Entrance Competitive Examination Board

I.A.S. Association Building, Near Patna Airport, Patna - 14

Ph: 0612- 2220230

I. IMPORTANT SCHEDULE:

A.	Start of Sale of NIT	13.03.2018
B.	Schedule of Pre bid meeting	11.00 a.m. on 20.03.2018
C.	Closing Date & Time of Submission of both Technical Bid & Financial Bid	2.00 p.m. on 02.04.2018
D.	Due Date & Time for opening of Technical Bid	4.00 p.m. on 02.04.2018
E.	Due Date & Time for opening of Financial Bid (only for those Bidders who will be able to qualify the scrutiny of the Technical Bids).	To be notified Later.

II. DETAIL SCOPE OF WORKS:

A. Printing and Supply of OMR Answer Sheets:

SCOPE OF WORKS

- (i) Printing of Colour Blank Answer Sheets readable on OMR System, in the format to be given by the Controller of Examination, BCECE Board.
- (ii) The OMR Answer Sheets should have Barcode & Perforation as per the specification provided by the Controller of Examination, BCECE Board and it should be Printed on 105 GSM Maplitho Paper. Actual size of the OMR will be provided by BCECE Board after finalization of the Tender. It must be proved to deliver 100% accurate reading and a Certificate to that effect must be given with each supply.
- (iii) Barcode on the OMR Sheet should be printed in Horizontal as well as Vertical at two different positions.
- (iv) The back of the OMR Answer Sheets should have instructions printed on it as per specification provided by the Controller of Examination, BCECE Board.
- (v) The OMR Answer Sheets are to be packed in a bunch of 120 numbers, in good quality firm card-board packing after wrapping it with plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Controller of Examination, BCECE Board, Patna.
- (vi) The Bidder has to submit a sample of Bar-coded OMR Answer Sheet with the Tender which needs to be kept in Technical Bid envelope.
- (vii) The OMR Answer Sheets must be supplied within 7 working days of placing the final approved order by the instructions given to tenderer by Controller of Examination, BCECE Board, Patna.

B. Scanning of OMR Answer Sheets:

SCOPE OF WORKS

- (i) Imaging of OMR Answer sheet (Both Side) and Double Scanning / processing of OMR Answer Sheets in the office premises of the BCECE Board for which purpose the Agency shall set up a Bureau / Team 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. The capacity of the machine in this regard will be tested / verified while assignment is underway. 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 reader values.
 - (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 Roll Numbers;
 - (x) The machine should be heavy duty capable of working continuously for at least 10 hours a day;
 - (xi) Depending upon the volume of OMR Answer Sheets to be scanned and the schedule given by the Controller of Examination, BCECE Board, the number of machines to be deployed may need to be increased/ varied from examination to examination, as per Controller of Examination, BCECE Board's requirement;
 - (xii) The whole scanning activity in respect of each assignment shall be completed within the period stipulated by the Controller of Examination, BCECE Board.
 - (A) The output of the Imaging of the OMR Answer sheet (Both Side) should be atleast 10,000 (Ten thousand) each machine per hour.
 - (B) The output of the Imaging of the OMR Answer sheet (Both Side) should be atleast 100000 (One Lakhs) each machine per day.
 - (C) The output of the Imaging of the OMR Answer sheet (Both Side) should be atleast 200000 (Two Lakhs) per day.
 - (D) The output of the scanning of the OMR Answer sheet (Double Scanning) should be atleast 10,000 (Ten thousand) each machine per hour.

- (E) The output of the scanning of the OMR Answer sheet (Double Scanning) should be atleast 100000 (One Lakhs) each machine per day.
- (F) The output of the scanning of the OMR Answer sheet (Double Scanning) should be atleast 200000 (Two Lakhs) per day.
- (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 Controller of Examination, BCECE Board's representative(s).
- (xv) The Agency shall provide back-up data on CD/DVD or in such form as may be specified by the Controller of Examination, BCECE Board, 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 Controller of Examination, BCECE Board, from the captured data for different purposes including item analysis.
- (xvii) The agency will be having the responsibility for preparation of Result seat wise and category wise as per instructions given by BCECE Board.

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

1. Sale of Tender documents:

Tender Documents may be obtained from the Office of the BCECE Board, Patna on all working days till 30.03.2018 upto 5.00 p.m. on payment of Rs. 5,000/- (Rupees Five Thousand) only by way of Demand Draft only drawn in favour of the “**Controller of Examination, BCECE Board, Patna**” payable at “**Patna**”. Alternatively, they may download from Board's website www.bceceboard.bihar.gov.in and pay Tender fees Rs. 5000/- (Rupees Five Thousand Only) in Demand Draft only as applicable.

The Bidders who submit their Tender on documents downloaded from Board's website www.bceceboard.bihar.gov.in will have to submit a Demand Draft of Rs. 5,000/- (Rupees Five Thousand) only in favour of the “**Controller of Examination, BCECE Board, Patna**” payable at

“Patna” towards the cost of Tender documents along with the Technical Bid, failing which the Tender will be summarily rejected.

2. Submission of Tenders:

The Bidders shall submit the sealed bid containing two separate sealed envelopes as prescribed above mentioned address latest by 2.00 p.m. on 02.04.2018 or before the closing date for this purpose. Controller of Examination, BCECE Board 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. Only one Tender should be sent in each envelope. Technical Bid and Financial Bid should be kept separately in sealed envelope inside the main sealed envelope of the Tender.

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

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

The Bidder should satisfy the following criteria:

- (i) Form of organisation, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- (ii) The Bidder’s average turnover of the last 3 Financial Years should be 2 (Two) 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.
- (iii) The Bidders should have experience in the OMR Answer Sheets Designing, Printing and Scanning and OMR Answer Sheet scanning and result processing for recruitment / entrance examination process for minimum 5,00,000 candidates each year during last 3 financial years. Copy of orders must be submitted in support of experience. Minimum order should not be less than for 1,00,000 candidates.

- (iv) The Bidding Company must have an ISO 9001: 2008 or 2015 and ISO 27001: 2013 certification in delivering Examination Processing Services including OMR Scanning specifically. Copy of valid certificates must be enclosed.
- (v) The Bidding Company must be having at least 40 employees on its Role 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.
- (vi) Copies of Income Tax returns along with audited accounts of last three Financial years i.e. 2014-2015, 2015-2016 & 2016-2017 and Copies of Current Return of Service Tax/ Registration Certificate of VAT and Payment of Tax must be enclosed. Copies of Registration certificate of VAT / Service Tax / Pan Card / GST must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment. The bidders failing to submit above documents will not be considered for evaluation process and would be rejected without assigning any reason.
- (vii) 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. 2014-2015, 2015-2016 & 2016-2017.
- (viii) The Agency must have been registered under the Indian Companies Act, 2013/ The Partnership Act 1932 and must possess valid Trade License & Registration Certificate of Professional Tax. Documentary evidence of above must be enclosed.
- (ix) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years. Affidavit to this effect should be produced on Non-Judicial stamp paper of Rs. 100/- duly attested by the Notary Public as per annexure-V.
- (x) 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.

- (xi) Any firm already working with BCECE Board shall be ineligible to participate in the tender.
- (xii) If any firm or its employee is involved in any criminal act / conspiracy, that firm shall be ineligible to participate in the tender. The company will submit self declaration to this effect.
- (xiii) **The Bidding Company should have the OMR Printing capacity of printing and dispatching of minimum 1 Lac sheets per day with Barcode, keeping the whole process confidential.**

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

Part-II: Financial Bid:

The second sealed envelope should contain:

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

3. Opening of Tender:

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

The “Financial Bid” shall be opened on a due date later decided 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 ` 50,000/- (Rupees Fifty Thousand) only each for Printing and Supply of OMR Answer Sheets with Barcode & Perforation / Scanning of used OMR Answer shall be deposited in the form of a Demand Draft only drawn in favour of the “**Controller of Examination, BCECE Board, Patna**”, payable at “**Patna**” with the Technical Bid.

Any request to adjust Earnest Money Deposit out of the Bidders running bills or pending payments with BCECE Board 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 Controller of Examination, BCECE Board.

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

The EMD shall be kept valid for a period of 90 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 90 days after the last date for receipt of the Bids.

7. **Security Deposit cum Performance Guarantee:**

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

No exemption will be made.

The Security Deposit cum Performance Guarantee @ 10% of the value of Price Agreement or Rs. 3,00,000 (Rupees Three Lac) which ever is higher by furnishing a Demand Draft or Fixed Deposit Receipt issued by a Nationalized Bank approved by RBI drawn in favour of the “**Controller of Examination, BCECE Board, Patna**”, payable at “**Patna**”. The Security

Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized Bank as per Annexure-IV.

Security Deposit will be retained by the Controller of Examination, BCECE Board till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the same is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

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

8.1. Scope of Supply with specification:

<u>Item No.</u>	<u>Description & Specification</u>
A	Printing & Supply of OMR Answer Sheets with Barcodes & in such quantities as advised by the Controller of Examination, BCECE Board, readable on OMR System in the format (Specifications & Design) to be decided by the Controller of Examination, BCECE Board and to be delivered in the packing as specified by the Controller of Examination, BCECE Board.
B	Imaging of OMR Sheet , Double Scanning of Part-B, Single Scanning of Part-A, preparation of 100% error free Database and Preparation of Result in the premises of the Board for which purpose the Agency shall set up a Bureau / Team and bring adequate number of OMR Scanners as specified by the Board & 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 Controller of Examination, BCECE Board and delivery of reports/ analysis within such time as prescribed by the Controller of Examination, BCECE Board.

Note : The quantities may vary from examination to examination.

8.2. Evaluation of Bids:

The Bidder shall quote all exclusive rate of each item mentioned in Para 8.1 separately in Price Schedule as per Annexure –II and rates for Excise duty, Service Tax, Sales Tax, VAT and GST should be mention separately. The Price Schedule shall be kept in second sealed envelope,

superscribed with words “**Financial Bid**”. Any type of other allowances will not be paid to the agency other than the rate quoted in Financial Bid.

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

Controller of Examination, BCECE Board will evaluate the Bid in a consolidated manner for all the works as stated earlier.

8.3. Method of Selection:

The Bids will be evaluated on the Technical Bid criteria and those bids that clears the minimum technical benchmark will be opened. After the opening of the Financial Bid the L₁ bidder will be selected. No negotiation will be done in this regard.

8.4. Delivery Schedule:

- (1) Schedule of delivery will be indicated by the Controller of Examination, BCECE Board 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 Controller of Examination, BCECE Board in the event of failure by the Agency to complete the work within the time frame fixed by the Controller of Examination, BCECE Board:

(a) Printing:

- (i) For each day of delay beyond three days of the scheduled date of completion – Rs. 20,000/- (Rupees Twenty Thousand) only per day.
- (ii) For missing sheets/ mistakes in numbering etc. – Rs. 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 – Rs. 10,000/- (Rupees Ten Thousand) only per day.
- (ii) For mistakes exceeding one in 1,00,000 sheets – Rs. 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 Controller of Examination, BCECE Board as per defined scope of work.

8.5. Payment Terms:

Payment for printing and supply of OMR (105 GSM Maplitho Paper) Answer Sheets and their Scanning would be made by the Controller of Examination, BCECE Board in the following manner:-

For Printing and Supply of OMR (105 GSM Maplitho Paper) Answer Sheets:

Controller of Examination, BCECE Board may, at its discretion, release part-payment which may not exceed 60% (Sixty percent) of the value of the work awarded, and receipt of the full material/ supply as per specification and quantity ordered by the Controller of Examination, BCECE Board within 30 (thirty) days of conduct of the examination concerned.

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

For Scanning and Processing of OMR Answer Sheets:

Controller of Examination, BCECE Board may, at its discretion release payment of the amount of the bill for Scanning and processing of the OMR (105 GSM) Answer Sheets, within 2 weeks of the completion of the scanning / Scoring of the Answer Sheets by the OMR (105 GSM) machines on the completion of the entire work to the satisfaction of the Controller of Examination, BCECE Board.

8.6. Other Terms & Conditions:

- (i) Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.
- (ii) Controller of Examination, BCECE Board reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (iii) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the Agency against the Contract for such quantities as may be decided by the Controller of Examination, BCECE Board as and when supply of OMR (105 GSM Maplitho Paper) Answer Sheets.

- (iv) Scanning of OMR (105 GSM Maplitho Paper) Answer Sheets in such quantities as may be indicated by the Controller of Examination, BCECE Board from time to time shall be completed within such time as may be stipulated by the Controller of Examination, BCECE Board.
- (v) The contract shall be for a period of one year which may be extended for a further period of one year on the same terms & conditions at the option of Controller of Examination, BCECE Board on satisfactory performance.
- (vi) Controller of Examination, BCECE Board reserves the right to terminate the contract at any time if it is satisfied that the Agency has failed to fulfil its obligations as per the terms & conditions contained in the Price Agreement. The decision of Controller of Examination, BCECE Board in this regard would be final and binding.
- (xi) All disputes concerning in any way with this tender are subject to Patna High Court's Jurisdiction only.

INFORMATION IN A NUTSHELL

- | | | |
|---|--|---|
| ✓ | <u>Item No. of Tender</u> | : A to B |
| ✓ | Cost of Tender Document
(To be submitted with the Technical Bid.) | : Rs. 5000/- (Rupees Five Thousands) only, |
| ✓ | Earnest Money Deposit
(To be submitted with the Technical Bid.) | : Rs. 50,000/- (Rupees Fifty Thousand) only, |
| ✓ | Security Deposit cum Performance Guarantee | : Rs. 3,00,000/- (Rupees Three Lac) only or @
10% of the value of Price Agreement which
ever is higher. |
| ✓ | 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 Chairman, BCECE Board, Patna.

Annexure – I

PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

1. Name and Address of the Firm:
2. Details of Earnest Money Deposit (EMD) enclosed:
(DD No., Date, Bank, Amount etc.)
3. Enclose Sample paper with specification proposed to be supplied:
4. Enclose relevant documentary proof in support of the following items:
5. Details of the major supply orders executed

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

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

Signature:.....

Date:

Name of Tenderer:.....

Annexure – II

PROFORMA FOR FINANCIAL BID

(To be put inside the cover for Financial Bid)

- (A) PRINTING AND SUPPLY OF OMR (105 GSM Maplitho Paper) ANSWER SHEETS WITH BARCODES AND PERFORATION READABLE ON OMR SCANNER IN THE FORMAT (SPECIFICATIONS & DESIGN) TO BE DECIDED BY THE CONTROLLER OF EXAMINATION, BCECE BOARD, AND DELIVERED IN THE PACKING AS SPECIFIED BELOW:
- (B) IMAGING OF OMR SHEET , DOUBLE SCANNING OF PART-B, SINGLE SCANNING OF PART-A, PREPARATION OF 100% ERROR FREE DATABASE AND PREPARATION OF RESULT IN THE OFFICE PREMISES OF THE BCECE BOARD 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:

Detail of the rate Quoted

Sl. No.	Component of Rate	Quantity	Amount (In Rs.) (without taxes)
1.	OMR (105 GSM Maplitho Paper) Answer Sheet with Barcode and Perforation for all activities as specified under Detail scope of work, i.e, in Item II A. for Printing and Supply of OMR Answer Sheets. (Exclusive of all taxes)	1 to 50,000	
		50,001 & Above	
2.	OMR Answer Sheet with Barcodes and Perforation for all activities as specified under Detail Scope of work, i.e., in Item II B. for Scanning/Processing of OMR Answer Sheets	1 to 50,000	
		50,001 & Above	

Note: (i) Rate should be quoted as Exclusive of Service Tax / GST.

(ii) Service Tax / GST will be applicable as per Central / State Govt. rules / regulations.

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 card board packing after wrapping it with plastic packets. The outer card board is to be sealed with tamper proof proper seal, a specimen of which should be enclosed with the invoice/ bill. A label indicating the serial number of the OMR (105 GSM Maplitho Paper) Answer Sheets kept in plastic packets may be pasted on the outer card board. The packing and seal should be such as to withstand the hazards of transportation and climatic conditions and as per Controller of Examination, BCECE Board'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:

Full Name:

Place:

Annexure – III
Letter of undertaking
(ON THE LETTER HEAD OF THE BIDDER)

To,

**The Controller of Examination,
Bihar Combined Entrance Competitive Examination Board,
I.A.S Association Building, Near Patna Airport,
P.O- B.V.College, Patna – 800014.**

Subject: Designing, Printing & Supply of OMR Answer Sheets with Barcodes & Perforation-readable on OMR System, in the format (Specifications & Design) to be decided by the Controller of Examination, BCECE Board and Imaging of OMR Sheet , Double Scanning on OMR Scanners of Part-B, Single Scanning of Part-A, preparation of 100% error free Database and Preparation of Result.

Sir,

This bears reference to _____ dated _____ **2018**. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

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

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

The above document is executed on ___/___/2018 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure – IV

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT CUM

PERFORMANCE GUARANTEE

To,

**The Controller of Examination,
Bihar Combined Entrance Competitive Examination Board,
I.A.S Association Building, Near Patna Airport,
P.O- B.V.College, Patna – 800014.**

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 Controller of Examinations, B.C.E.C.E. Board

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
Bihar Combined Entrance competitive Examination Board, Patna the amount of Rs.
..... only (write the sum in words) to
indemnify and keep indemnified the Controller of Examinations, B.C.E.C.E. Board against any loss
or damage that may be caused to or suffered by the Controller of Examinations, B.C.E.C.E. Board
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 Controller of Examinations,
B.C.E.C.E. Board 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 Controller of Examinations, B.C.E.C.E. Board 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 Controller of Examinations, B.C.E.C.E. Board.

3. 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 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)
not with standing 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 Controller of Examinations, B.C.E.C.E. Board before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Controller of Examinations, B.C.E.C.E. Board.

4. 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 Controller of Examinations, B.C.E.C.E. Board.
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 Controller of Examination, BCECE Board 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 Controller of Examinations, B.C.E.C.E. Board 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 Controller of Examinations, B.C.E.C.E. Board or any indulgence by the Controller of Examinations, B.C.E.C.E. Board to the said Agency or by any other matter or thin 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)

Annexure-V

SELF-DECLARATION - NON BLACKLISTING

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

To,

**The Controller of Examination,
Bihar Combined Entrance Competitive Examination Board,
I.A.S Association Building, Near Patna Airport,
P.O- B.V.College, Patna – 800014.**

Sir,

In response to the Bid _____ dated _____ 2018 for Designing, Printing & Supply of OMR Answer Sheets with Barcodes & Perforation- readable on OMR System, in the format (Specifications & Design) to be decided by the Controller of Examination, BCECE Board and Imaging of OMR Sheet , Double Scanning on OMR Scanners of Part-B, Single Scanning of Part-A, preparation of 100% error free Database and Preparation of Result, I/We hereby declare that presently our Company/Service provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any **Central Govt/State Govt Department/ Semi-Govt/ PSU/ Universities/ Educational Institutions/ Organization/ or initiated by any of these Department or Court of Law or by CVC** on the date of bid submission. I/We also hereby declare that our employee's or concern is not involved in any criminal act / conspiracy.

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

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place: