



ODISHA PUBLIC SERVICE COMMISSION

CUTTACK

QUOTATION CALL NOTICE

No. 3155 /PSC, Dt. 07.07.2015

Sealed quotations are hereby invited in the enclosed prescribed format from reputed institutions/ organisations/ service providers having valid VAT/ Service Tax Registration and their Clearance with copies of income tax returns and other requisite documents as per the annexure-II for preparation of answer books with bar code provision (Non-Standard) and thread stitching for use in the written examination to be conducted by the Odisha Public Service Commission as per the following criteria and conditions. The sealed quotations should reach the undersigned on or before **14.07.2015 by 04.00 PM** which will be opened at 04.30 PM in presence of bidders/ their authorised representatives.

ESTIMATED COST OF WORK:

Name of the work	Quantity
<ul style="list-style-type: none">• Printing & Supply of Answer Books with Bar-coded OMR sheets (in different phases as per requirement)• Scanning & processing of data for OPSC Examination-	8000

General Terms & Conditions

Bidders 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 bidder. Bidders complying partly are liable to be rejected. OPSC will process the tenders as per the standard procedures followed by OPSC. The OPSC reserves the right to reject any or all or part of the tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. OPSC will not under any obligation, give any clarification to the agencies rejection of the quotations.

1. The quotation should be submitted in the prescribed format only.
2. While submitting quotation, the bidders must submit the quotation in a sealed envelope superscribing as "Quotation for supply of answer booklet with bar code".
3. All the pages of the submitted document are required to be signed by the bidder or the authorized representative on behalf of the bidder along with seal of the firm and date.
4. Quotation should be submitted in the OPSC office on any working day during office hours office at 19, Cantonment Road, Cuttack-753 001, Odisha or by post/courier addressed to "The Special Secretary, OPSC, Odisha, Cuttack ", which should reach OPSC by the scheduled date and time. The quotations received after the due date and time will be rejected. The OPSC will not be liable for postal delay if any.

5. The OPSC is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of quotations.
6. The quotation envelope will be opened first in the presence of bidders with authorization letters from the respective company/ firm at OPSC, Cuttack.
7. The rate should be quoted for printing and supply of answer books with Bar-coded OMR sheet in the Bid which should include all charges for printing, packing, forwarding, octroi, freight, insurance, taxes, local taxes, entry tax, transportation, loading & unloading, scanning processing of data and control bundle slip.
8. It is not binding on the OPSC to accept the lowest bid.
9. In the event of quotation being accepted, the quotations will be converted into a contract. The quotation is valid for one year. However, in case of exigency if the situation so warrants, the OPSC reserves the right to extend the period as deemed fit.
10. No claim for price increase will be entertained during the contract period.
11. No additional payment will be made for preparation of samples. Preparation of samples 1 design shall be made as per the instruction given by the OPSC.
12. The successful bidder should supply the tendered goods as per the schedule given by OPSC, subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.
13. The quantity may vary depending upon the requirement of the OPSC. The bidder 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 OPSC (without any cost) only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/defect, the Special Secretary, OPSC is competent to take action as deemed fit, which shall be final and binding on the bidder.
14. In case the office feels that the firm has intentionally delayed the job, penalty as deemed fit by the OPSC shall be imposed. In addition to the penalty, the bidder may also be black-listed. However, in case the period of execution of work is extended; the reason for delay in execution of the work must be conveyed to OPSC at the earliest and looking into the gravity of the situation, the penalty may be reduced and the OPSC has the discretion to solely decide this.
15. If the bidder fails to complete the job and OPSC 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 and imposing penalty and taking such other action as may be deemed fit by the OPSC.

16. The bidder should have experience in similar type of work at least in any one of the examination boards / Certificate from the various organizations where similar services have been rendered needs to be enclosed.
17. The bidder must not have been black listed earlier by any of the Examination boards or agencies or any other organisation.
18. Payments will be made only after satisfactory & 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.
19. OPSC,Cuttack reserves the right to change the order 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. Place of delivery would be at Odisha Public Service Commission,19, Cantonment Road, Cuttack.
20. The Special Secretary, OPSC has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Special Secretary, OPSC will be final in this regard.
21. In the event of any dispute arising between the OPSC and the selected bidder, the same shall be referred to Arbitration by an independent person to be nominated by the OPSC. The fees of the Arbitrator & expenses of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation ACT 1996 shall to be applicable. The appropriate courts in Cuttack, Odisha shall have jurisdiction in the matter.
22. The payment shall be made by Électronic Fund Trasnfer (EFT_ or e-payment by cheque. The service providers, are, therefore, required to indicate EFT NO. and other relevant details in your office/bills(s). Banker's name, address, type of a/c and a/c no and IFSC no. etc. Service provide is required to submit an authorization form duly signed for e-payment to them.
23. For claiming payment the service provider has to submit invoice duly pre-receipted.
24. No advance payment will be made for the purpose.
Specific Terms & Conditions
 - 1) The bidder should have all the arrangement for printing, stitching, ruling, binding, packing, perforating and scanning etc. to the satisfaction of the OPSC.
 - 2) The Officers of the OPSC however, can visit the premises of the bidder during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the OPSC shall take such action as deemed fit which shall be final and binding.
 - 3) The OMR sheet should be 105 GSM or more Maplitho paper of A-4 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 or four places accommodating 11 characters, as per the specification provided by the OPSC. 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 OPSC.
- 7) The Answer Books shall be manufactured according to the specifications laid down by the OPSC. The sheet paper should be non-absorbing 60 GSM maplitho white paper from reputed mills. The answer books should be A4 size having 64 pages excluding OMR sheet. All the pages will be cross ruled with ruling of 25 lines in light colour as specified and a margin ruling of 3 cm from the left and top.
- 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 as well as Dynamic field. The name of OPSC and the format as specified by the OPSC should be printed on the answer book as the static field.
- 10) The printing of static field shall be done in single colour. The printing of the dynamic field with candidate specific information & the barcodes should be made in laser printers as per the specification given by the OPSC.
- 11) The OPSC logo in watermark should be printed at the middle of each page with page numbering at the right hand top corner of the Answer book.
- 12) The Answer Books are to be packed in good quality firm card board packing after wrapping it with butter cover papers. The packed answer books are to be delivered as per the instructions of the OPSC and within the time frame fixed by the OPSC.
- 13) The successful bidder has to supply the Answer Book Control Bundle slips with Barcode in A- 4 size on 105 GSM or more Maplitho paper with single colour printing on front side and the reverse side as per the sample provided by the OPSC.
- 14) The successful bidder shall complete the scanning & processing of data of the OPSC examinations within the time frame as decided by the OPSC.
- 15) In Annexure III rates must be specified both in the figures and words.
- 16) 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.

- 17) The bidder has to submit the sample of Answer Book with Barcoded OMR Sheet and Control Bundle Slip with both static and dynamic field printing along with the quotation which needs to be kept in sealed cover.
- 18) The Service Provider has to extract filled-in data and images from the OMR sheets during scanning process. **The handwritten mark specified on the OMR sheet must also be extracted using ICR technology and compared with the OMR mark.**
- 19) **The Service Provider has to supply the required number of answer booklets within seven days of the placing the order.**
- 20) **The annual turnover of the bidder must be more than one crore.**
- 21) The Service Provider should bring the requisite man power and machinery (computers and scanners and printers) to our premises for execution of the work.

Declaration

1. I / We have read the above terms and conditions carefully and these are acceptable to me/us.
2. I / We hereby declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/Recruitment agencies of Central and State Governments/Public undertakings/Banks/RBI. etc.

Name of Bidder _____

Address _____

**Signature of the
Bidder**
With Seal & Date



ODISHA PUBLIC SERVICE COMMISSION

CUTTACK

**(Printing & Supply of Answer Books with Bar-coded OMR Sheets, scanning
& processing of data for OPSC Examination)**

(A) General Information:

Sl No	Item	Description
1	Name of the Firm/ Company	
2	Address of the Firm/ Company (i) Head Office (ii) Branch in Odisha (if any): (iii) Factory Location	
3	Year of establishment	
4	Email address	
5	Telephone Number(s)	
6	Fax No	
7	EMD, DO No. Date and Bank	
8	Is your firm registered under (a) The Indian Companies Act. (b) The Indian Partnership Act	
9	If your firm is a sole proprietorship firm (give details)	
10	If your firm comes under any other categories (give details)	
11	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no	
12	Sale Tax/VAT Regn. No. / TIN No	
13	Permanent Account No	

(B) Specification of the Paper:

S. No	Specification	OMR Sheet	Answer Book
1	GSM	105 GSM	60 GSM
2	Tensile Strength (i) MD (ii) CD	Minimum 40 Minimum 30	Minimum 30 Minimum 20
3	Opacity	90-94	Minimum 80
4	Cobb value	22-24	Maximum 25

(C) Availability of Computer:

S. No	No of Computers	Make and description	Other	Detail of DTP Software & Font used for making Art work	Working Capacity Hrs/ Day
1					
2					
3					

(D) Availability of Printing Machines:

S. No	Make & Other Description	Number of Machine	Working Capacity Hrs/ Day
1			
2			
3			

(E) Availability of Scanning Machines:

S. No	Make & Other Description	Number of Machine	Working Capacity Hrs/ Day
1			
2			
3			

(F) Available Man Power:

S. No	Personnel	Number of Machine
1	Full Time	
2	Part Time	
3	Any other	

(G) Experience of the Firm:

Please enclose Experience Certificate (printing of certificates during last three years)

S. No	Name of Board/ OPSC/ Similar Organization etc	Nature of work	Volume of Work
1			
2			
3			

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

Year	Annual Turnover (Rs.)
2010-11	
2011-12	
2012-13	

Signature of Bidder

With Seal & Date



ODISHA PUBLIC SERVICE COMMISSION
CUTTACK

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID.

1. Copy of Company / Partnership Registration Certificates:
2. Copy of Sales Tax / VAT / TIN
3. Copy of PAN
4. Annual Turnover Certificates for last three years.
5. EMD- Demand Draft.
6. Sample of Answer Book with OMR sheet and control bundle slip.
- 7.. Experience Certificates for doing similar job.
8. Quotation signed with seal & date in each page.

Note: If the above documents are not submitted the quotation will be summarily rejected.

Annexure-III



ODISHA PUBLIC SERVICE COMMISSION

CUTTACK

(Printing & Supply of Answer Books with Bar-coded OMR Sheets, scanning & processing of data for OPSC Examination.)

Name & address of the Firm/Company:

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Description of the Work	Specifications of OMR sheet	Specification of Answer Book	Rate per Answer Book
<ul style="list-style-type: none">• Printing & supply of Answer Books with Barcoded OMR sheets.• Printing & Supply of Control Bundle slips with Barcode in A-4 size on 105 GSM or more maplitho paper. Front and reverse side single colour printing (as per sample)• Scanning & Processing of Data for Examination & submission of final data in required format	<p>Paper</p> <ul style="list-style-type: none">• 105 GSM or More Non-absorbing Maplitho. <p>Size : A-4</p> <p>Printing:</p> <ul style="list-style-type: none">• Dynamic field & Barcode by Laser printer.	<p>Paper:</p> <p>60 GSM</p> <p>Non-absorbing Maplitho.</p> <p>Size A-4</p> <p>Colour : White</p> <p>Pages 64 including Cover page.</p> <p>Printing:</p> <ul style="list-style-type: none">• Dynamic field by Laser printer.• Margin ruling• Cross ruling with 25 lines excluding cover page• Serial Numbering• Water Mark Logo.	<p>Rs. _____</p> <p>(Rupees.....)</p> <p>.....</p> <p>.....</p> <p>.....) only</p>

* The rate is inclusive of all charges and taxes such as printing of static and dynamic field, printing and supply of control bundle slip with barcode, scanning, processing of data, stitching, packing, forwarding, freight, octroi, entry tax, insurance, local taxes, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written.

Signature of Bidder


With Seal & Date

MEMO NO. 3155 /PSC.

DATED: 9-07-2015.

Copy to :

- (i) Office notice board for information of all concerned for vide publicity.
- (ii) Programmer, OPSC for information. He should immediately upload the aforesaid quotation call notice in the website of the OPSC.
- (iii) Secretary/ ACE-cum-DS/ Addl. Secretary/FO-cum-US/OSD to Hon'ble Chairman/ B&A Section/All DR Sections/Confidential Sections for information and necessary action.
- (iv) Copy to the Secretary, Board of Reenue, Cuttack/ Secretary to RDC, CD, Cuttack/ Collector, & DM, Cuttack/ PD,DRDA Cuttack/ GM, OCAC, Bhubaneswar for favour of information and publication in their Notice Board.


SPECIAL SECRETARY,
OPSC, CUTTACK