



PUBLIC SERVICE COMMISISON, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata 700026

e-tender Ref. No. 35/NIT/P.S.C.

Date: 08/04/2023

NOTICE INVITING E-TENDER

“e-tender for empanelment of contractors for designing, printing & supply and scanning, evaluation & result processing of answer sheets and Attendance sheets for OMR/ICR based tests” are, hereby, invited from reputed agencies having relevant experience in Govt. /PSC /Universities /Academic Bodies /Recruitment Boards.

Intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in.

SR. No.	Activity	Schedule/ Description
1.	e-tender Ref. No	35/NIT/P.S.C. dt. 08.04.2023
2.	Date of Pre-bid Meeting	13.04.2023 at 14:00 Hrs
3.	Date of uploading of NIT Documents online (Publishing Date)	08.04.2023
4.	Documents download start date (Online)	09.04.2023 from 6.00 PM
5.	Documents download end date (Online)	30.04.2023 at 14.00 hrs.
6.	Bid submission start date (Online)	09.04.2023 from 10.00 hrs
7.	Bid submission closing date (On line)	30.04.2023 at 14.00 hrs.
8.	Bid opening date for Technical Proposals (Online)	01.05.2023 at 11.30 hrs
9.	Date of uploading list for Technically Qualified Bidder (Online)	Will be uploaded after technical bid evaluation
10.	Date & Place for opening of Financial Proposal (Online)	Will be uploaded after technical bid evaluation
11.	Amount of EMD to be Deposited	Rs. 50000/- (Rupees fifty thousand) only
12.	Minimum Validity of e-tender offer	180 days from the date of Opening of bids.
13.	Security Deposit	Rs. 2,50,000 (Two lac fifty thousand) only

Important Notes:

Any Addendum/Corrigendum and extension of date for submission (if any) in respect of above e-tender shall be issued on website <https://wbtenders.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the website to keep them updated.



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COMMERCIAL TERMS & CONDITIONS

1. Scope of work:

Scope of work is related to design, print & supply, scanning & evaluation of OMR/ICR answer sheets and attendance sheets for various rectt. Examinations conducted by PSCWB.

Sl. No.	Jobs	Remarks
1.	Design, print and supply of OMR/ICR based answer sheets and Attendance sheets	As per the checklist and approval of PSCWB.
2.	OMR/ICR based answer sheets scanning, evaluation & Result Processing and scanning of OMR/ICR based Attendance sheets	Candidate database will be provided by the office of the Commission
3.	Generation of combined & category-wise list of Candidates along with the marks obtained in the written test as per the format provided by the Commission.	
4.	Preparation of Merit list or Shortlist for skill test/personality test, as the case may be	As per the directions of the Commission

Detailed Scope of Work:

A. Designing of OMR/ICR ANSWER sheets and attendance sheet

- The Contractor is required to prepare suitable design for OMR/ICR answer sheets and Attendance Sheets to capture data through ICR/OMR software. Each OMR/ICR answer sheet must contain a Bar code.
- Each OMR/ICR answer sheet and Attendance Sheets will have a unique running serial number.
- Generally, the OMR/ICR answer sheet should have columns/space for filling 100/200 (may vary, ref. syllabus & pattern) answers with multiple choices of a, b, c and d. The answer sheet should contain space for writing the Roll No, Name, Question Booklet Number, Candidates Signature, Invigilators Signature etc. The design or pattern of the OMR sheet to be done in prior consultation with PSCWB.
- The OMR/ICR answer sheets and Attendance Sheets are to be printed on good quality [110 GSM or above] A4 size paper. Sample OMR/ICR answer sheet and Attendance Sheet must be submitted to PSCWB for final approval before final bulk printing.
- Based on the exam schedule for various posts, the Contractor should deliver the OMR/ICR Sheets to the PSCWB at least 30 days before the start of the examination.
- The Contractor should ensure that the answer sheets are securely packed in water proof and tamper proof packing to avoid any damage during transit from and to the examination venue.



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B. Evaluation of answer sheets, attendance sheet & post written test arrangements

- i) Scanning and Evaluation of OMR/ICR answer Sheets and Attendance Sheets are to be done at PSCWB premises in the presence of PSCWB representatives. The Contractor should organize for scanning response sheets and create Excel data files with two printouts as per format approved by PSCWB.
- ii) Prior to evaluation of the answer sheets, the answer keys in hard copy and the candidate database in excel/access format would be provided to the bidder by the Selection Committee nominated by PSCWB.
- iii) In order to ensure 100% accuracy, the agency may have to do data entry of key fields of the answer sheets and collate the same with the scanned data and update the data with the corrections if any.
- iv) Evaluated attendance data (Whether present/absent) need to be compared with the evaluated answer sheets and if any discrepancies found, the same to be resolved with proper guidelines of the Commission.
- v) Double scanning is to be done to ensure 100% accuracy. Manual evaluation of few OMR/ICR sheets may be carried out to ensure that the evaluation is accurate.
- vi) Forwarding/hand-over of the following documents/data/information to PSCWB after completion of scanning and evaluation of OMR/ICR answer sheets and Attendance Sheets :
 - a. Soft copies of the scanned images of the OMR/ICR answer sheets and attendance sheets, Soft copies of scan responses of OMR/ICR sheets along with database file (.dbf), soft copies of answer keys, soft copies of merit list post wise indicating number of correct responses, incorrect responses and un-attempted questions in two separate Compact Disc - Read Only Memory (CD - ROM) with digital signature along with a covering letter duly signed by the Nodal Officer nominated by the firm.
 - b. Soft copies of the responses of the attendance sheets.
 - c. One hard copy of the marks of all the candidates discipline/ post-wise, to the PSCWB, in a sealed cover duly signed and stamped on each page.
 - d. Any other report as required by the commission in the prescribed format.
- vii) After evaluation of answer sheets, the database of eligible candidates will have to be updated with marks obtained by each candidate.
- viii) If any discrepancies arise in the key set, the decision of the PSCWB will be final.
- ix) **Approx. 5 (five) lac OMR/ICR sheets are in stock with PSCWB. Those will first be used in the upcoming examinations. The contractor will have to scan and evaluate those sheets. The specimen copy of the OMR/ICR sheets will be shown to the bidders at the pre-bid meeting. Another 3 lac (Approx.) sheets need to be scanned and evaluated (Exam. already took place).**



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C. Preparation of merit list

The merit list of all the candidates appeared in the written examination shall be prepared on the basis of marks scored in the written test.

The merit List must contain (may vary) the following information.

- i) Name of post
- ii) Roll No.
- iii) Name of Candidate
- iv) Category against which the candidate applied (whether SC/ST/OBC-A or B/UR/PH/MSP/EC/ESM etc.)
- v) Marks.

2. Eligibility Criteria:

- i) Bidder should be a Registered Company/Partnership Firm/LLP. Registered for a minimum of 5 years before the date of publication of this tender.
- ii) The bidder must have CMMI level 3 or above Certification
- iii) The bidder must have an ISO 9001:2015 and ISO 27001: 2013 or above certification.
- iv) The bidder must have experience (not necessarily OMR related activities) of working with at least one state PSC (apart from PSCWB) or UPSC in last 3 (three) years.
- v) The bidder must have experience of executing similar nature of work (Print, scan and evaluation of OMR/ICR sheets) with at least 5 (three) Govt./PSC/ University /Recruitment Board in last 4 (four) years.
- vi) The bidder must have experience of executing at least 5 (five) similar nature of work (Print scan and evaluation of OMR/ICR sheets) consisting more than 50 thousand OMR/ICR in a single examination in last 5 (five) years.
- vii) The capacity of Scanning & evaluation of OMR/ICR should not be less than 30,000 per day.
- viii) Contractor should supply OMR/ICR sheets at least 30 days before the scheduled date of the examination.
- ix) Past credential along with competitive Price will be the main criteria for selection of contractor.
- x) The bidder's average annual turnover should not be less than Rupees 5(five) **crores** in last three financial years i.e. 2019-2020, 2020-2021, 2021-2022 and should have recorded profit during this period (CA certificates to be attached).
- xi) Bidder should have an office at West Bengal for a minimum period of last 3 years. Current and Valid Trade licence/Rental agreement/deed etc. should be submitted in support of the same.
- xii) The bidder should have its adequate infrastructure in terms of equipment e.g. OMR Scanner, Laptop, Printer etc. so that the works assigned upon them expeditiously be completed within the given time frame. Proof of purchase to be attached.

3. Undertaking Regarding Blacklisting:

- i) The bidding organization or any organization previously owned or directed by the owner/director of the bidding organization should have never been blacklisted by any Central/State Government organization/Public Sector Undertaking/Govt. aided organization for the tendered item and/or any



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- other item. An undertaking in this regard should be submitted by the bidder; otherwise the bid shall be summarily rejected.
- ii) If the selected firm is found/detected Blacklisted by any Central/State Government/Public Sector Undertaking (for the tendered item or any other item) at any stage of procurement process, the acceptance of the selected firm and/or the supply order etc., if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concerned firm.
 - iii) In this case the EMD/SD will be forfeited and the PSCWB reserves the right to initiate the proceedings against the selected contractor. In this regard, the PSCWB reserves the right to select the second lowest (L2) contractor for supply of the tendered item/service. The decision taken by PSCWB in the matter will be treated as full & final in this regard.

4. Insolvency/Criminal Activities:

In case of partnership/other firm –

- i. None of the partners/owner/Senior officials should be insolvent, in receivership, bankrupt or being wound up and their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and subjected to any legal proceedings.
- ii. None of the partners/owner/Senior officials should have been convicted or involved in any criminal offence related to professional conduct or of the making of false statement or misrepresentation of facts as to their qualifications which creates an image of mistrust for which the name of the Commission is maligned and its integrity is in question.
- iii. The act of the breach of performance of the contract by any of the partners shall be binding on the firm.
- iv. The bidder shall be construed to mean the prime bidder and all clauses as are applicable to a bidder shall also be applicable to the prime bidder.

5. Submission of Bids:

Intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

Tenders are to be submitted online within the prescribed date & time using the Digital Signature Certificate (DSC) in two bid method.

A) Technical Proposal – Scanned documents (.pdf) will have to be uploaded under the cover named “Fee/PreQual/Technical” containing the following folders:

- i) EMD/Exemption Certificate (i.e. proof of RTGS/NEFT or SSI/NSIC/MSME certificates),
- ii) NIT (i.e. scanned copy of NIT duly signed with company stamp),
- iii) Technical Documents (i.e. Compliance of Technical Specifications, Product Catalogue/Brochure etc.),
- iv) Other Important Documents (OID) – The following documents must be uploaded, otherwise bids will not be submitted online:
 - a. PAN card
 - b. GST Registration Copy
 - c. Professional Tax Enrolment & deposit Challan (Latest)
 - d. Annual Turnover Certificate by a Chartered Accountant
 - e. Partnership Deed/Incorporation Certificate/Society Registration Copy
 - f. Trade License



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- g. Copy of CMMI and ISO certificates
- h. Solvency Certificate from a scheduled Commercial Bank/Chartered Accountant to prove the Financial Credibility to undertake the assignment
- i. Credential of similar nature of works, as mentioned at paragraph 2(iv), 2 (v) & 2(vi) above.
- j. Income Tax returns of last 3 (three) Financial years 2019-2020, 2020-2021 & 2021-2022.
- k. Proof of establishment in West Bengal.
- l. Other documents as mentioned above in the 'Eligibility Criteria' section (above)

B) Financial Proposal – Financial bid should be uploaded under the cover named “Finance” containing the folder BOQ.

- a) The bidder is to quote the rate online through computer in the space marked for quoting rate in the BoQ. The **base price (rate per unit)** shall be quoted in the space earmarked for the same. **Tax and duties shall have to be mentioned separately in the columns provided for the purpose.**
- b) Only downloaded copy of the above document is to be uploaded duly digitally signed by the bidder.

6. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 1 year. Further extension of the contract is subject to the decision of the commission. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 365 days from the date of placing the first work order. The authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation.

Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

7. Earnest Money Deposit:

Earnest Money Deposit of Rs. 50000/- (Rupees fifty Thousand only) will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

In case of successful bidder, earnest money will be retained till **security deposit of Rs. 2,50,000/- (Rupees Two lac fifty thousand only) is deposited in the form of Bank Guarantee** in favour of The Accounts Officer, Public Service Commission, West Bengal for a validity period of 60 days more than the contract period.



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Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions PSCWB authority is at liberty to forfeit earnest money and take lawful actions.

8. Selection Criterion:

i) Qualifying criteria for technical bid:- The bidder qualifying in evaluation of Eligibility Criteria bid will be evaluated technically as per the following criteria. A bidder has to score minimum 70% of mark in evaluation of technical bid to qualify for financial bid evaluation. Hence bidder shall submit the supporting documents for their claim on their technical capabilities as per the criteria & scoring pattern mentioned below table.

Sl.	<u>Technical Parameters</u>	<u>Max. Score</u>
1	Average Annual Turnover of Bidder from Examination related activities during last 3 (three) financial years (FY 2020-2021, 2021-2022 & 2022-2023) >= INR 8 Crores (20 marks) >= INR 5 Crores and < INR 8 Crores (15 marks) >= INR 3 Crores and < INR 5 Crores (10 marks)	20
2	The bidder must have experience of executing similar nature of work (Print scan and evaluation) with at least 5 (three) Govt./PSU/ University/Commission/Recruitment Board in last 4 (four) years. >=10 Govt./PSU/ University/Commission/Recruitment Board (25 marks) >=7 Govt./PSU/ University/Commission/Recruitment Board < 10 (20 marks) >= 5 Govt./PSU/ University/Commission/Recruitment Board < 7 (15 marks)	25
3	The bidder must have experience of executing at least 5 (five) similar nature of work (Print scan and evaluation) consisting more than 50 thousand OMR/ICR in a single examination in last 5 (five) years. >=10 Different end to end OMR/ICR based examination (25 marks) >=7 Different end to end OMR/ICR based examination < 20 Examinations(20 marks) >= 5 Different end to end OMR/ICR based examination < 15 (15 marks)	25
4	Methodology and Process for overall execution of projects. A presentation of all the bidders that qualify for the technical evaluation round shall be called. The bidders shall be evaluated on the following aspects: i. Understanding of Scope of Work ii. Approach & Methodology iii. Solution design & architecture iv. Execution / Implementation Strategy v. Security Arrangement vi. Project plan / Timelines	30
	TOTAL SCORE	100



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- ii. Financial bids of all the technically qualified bidders will be opened. L1 bidder will then be selected considering the aggregate of price quoted against each items.

9. Technical Demonstrations:

The demonstration/presentation of the Methodology and Process for overall execution of projects will have to be given by the bidders before the tender Committee during technical evaluation on a convenient date after opening of the technical bid at the office of the PSCWB. The date of the demonstration/presentation will be announced later. The decision of the Tender Committee and/or any other Committee constituted for the purpose will be taken as final. The bidder is liable for the cost of equipment/product of demonstration.

10. Tender Acceptance & Rejection:

The following considerations shall be taken into account while evaluating the bids –

- i. Whether the goods and services offered are as per the requisite tender specifications in the document.
- ii. Whether the bidder has submitted all the information/documents as required to be submitted along with the Bid.
- iii. Bidders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection.
- iv. Bidders submitting incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- v. Tenders with the Technical Bid not containing EMD amount/EMD exemption certificates will be summarily rejected.
- vi. In addition to the above rejection criteria, if there is non-compliance of any of the other clauses of this Tender Document, the tender is liable for rejection.
- vii. Financial bids will be opened for bids only which are technically qualified and scored a minimum 70% marks as denoted in Selection Criterion. Acceptance of financial bid shall be governed by the extent rules & Orders of the Finance Dept. Financial bid shall have to be submitted as per form-V appended (in the BOQ attached) to the e-tender notice. Financial bids would be evaluated on the basis of total price i.e. Part A + Part B + Part C of all items taken together.

11. Letter of Intent/Acceptance (LoI/LoA) :

- i) On completion of e-Tender formalities, Letter of Intent (LoI) / Letter of Acceptance (LoA) will be issued in favour of the Contractor (L1).
- ii) PSCWB reserves the right for placement of work order at any time during the validity period of the tender and the contractor will be bound to execute the work as per accepted rate.

12. Work Order:

Work order will be issued subsequently as per requirement after completion of required formalities.

The e-tender accepted rate of the tendered items will remain valid for 01 (one) year from the date of issuance of first work order.



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13. Security Deposit (SD)/AGREEMENT:

- i) The contractor shall have to deposit Rupees 2,50,000 (Two lac fifty thousand) only as Security Deposit in the form of Bank Guarantee duly pledged in favour of the Accounts Officer, Public Service Commission, West Bengal valid till 60 days more than the contract period of the tendered items and also to execute an agreement before the issuance of the first Work Order failing which the Letter of Acceptance (LoA)/Work Order may liable to be cancelled.
- ii) The Security Deposit will be released after completion of the whole project i.e. after satisfactory completion of all the work orders. Security Deposit will not carry any interest.
- iii) In the event of the contractor fails to make Security Deposit, PSCWB may, at his discretion, forfeit the earnest money lodged with this tender and cancel the Lol/LoA.

14. Award of Contract:

The Award of Contract will be notified through West Bengal e-Tender portal.

15. Ground for Blacklisting:

a) At the stage of competitive bidding – on the ground of:

- i) Submitting false documents as far as the eligibility criteria are concerned,
- ii) Submission of bid which involves concealment/suppression of facts in the bids in order to influence the outcome of eligibility screening or any other stage of open bidding.
- iii) Unauthorized use of one's name or the name of any other firm for the purpose of bidding,
- iv) Withdrawal of a bid, or refusal to accept an award, or enter the contract with the PSCWB without justifiable cause, after the bidder had been adjudged as having submitted the lowest responsive bid,
- v) Refusal or failure to post the required performance security within the prescribed time, as indicated in the detailed tender notice.
- vi) Refusal to clarify in writing its Bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.
- vii) Any documented unsolicited attempt to unduly influence the outcome of bidding in his favour,
- viii) All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except valid reasons, not complying with the requirements during bid evaluation.

b) At the stage of contract implementation – on the ground of:

- i) Failure on the part of the firm to supply items/services as per Supply Order/Work Order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
- ii) Failure to fully and faithfully comply with the contractual obligations without valid cause or failure to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.
- iii) Assignment and sub-contracting of the contract or any part thereof
- iv) Unsatisfactory progress in the delivery/execution of goods/items/work/service in case of procurement,
- v) Supply of inferior quality of goods/service/work, as per accepted specification/sample/specimen of item(s).



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- vi) Any other reason, which the procuring entity deems it logical to include in the contract, duly agreed by the Contractor.
- vii) Failure of supply/execute within the stipulated period of time to be mentioned in the supply order/work order.
- viii) Insolvency, in receivership, bankrupt or being wound up and the affairs that are not being administered by the Court or a judicial officer, suspended business activities and any legal proceedings.
- ix) Any criminal offence of the owner/partner/managing director/Director/Senior officials related to professional conduct or of the making of false statement or misrepresentation as to their qualifications.

16. Disputes and Arbitrations:

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Chairman, Public Service Commission, West Bengal or any other person appointed by him/her. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Chairman shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The contractor will have no objection in any such appointment that arbitrator so appointed is employee of PSCWB. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

17. Governing Laws:

This Bid Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

18. Force Majeure Condition:

If the execution of the contract/supply of selected items is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then commission may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the commission, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

19. Termination of contract:

PSCWB may, without prejudice to any other remedy under this Contract and applicable law, reserves the right to terminate the contract by providing a written notice of 30 days and terminate the contract either in whole or in part



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- i. If the contractor (Bidder) materially fails to render any or all the services within the time period(s) specified in the contract/work order or any extension thereof granted by PSCWB in writing and fails to remedy its failure within a period of thirty (30) days after receipt of the default notice form PSCWB.
- ii. If the contractor in the judgment of PSCWB has engaged in corrupt or fraudulent practices in competing or in executing the contract.
- iii. If any of the partners/owner/Senior officials of the contractor is found to be insolvent, in receivership, bankrupt or being wound up and their affairs are being administered by the Court or a judicial officer, their business activities are suspended and subjected to any legal proceedings.
- iv. If any of the partners/owner/Senior officials of the contractor is found convicted or involved in any criminal offence related to professional conduct or of the making of false statement or misrepresentation of facts as to their qualifications which creates an image of mistrust for which the name of the Commission is maligned and its integrity comes in question.

20. Withdrawal/ Cancellation Policy:

- i. The PSCWB reserves the right to reject or accept any offer or part thereof at any stage or to split any service(s) without assigning any reason. Withdrawal of offer or any revision after submission of offer by the Bidder will not be allowed.
- ii. The PSCWB reserves the right to cancel the whole bidding process without assigning any reason.

21. Penalty Clause:

- i. In case of deficient/sub-standard services, any such items determined by the appropriate authority will not be accepted and the payment for such items will not be made to the contractor.
- ii. Financial Penalties will be applied for deficiencies in services during the period of the e-tender and its subsequent extensions for delay in the supply of services and/or quality of service.

22. Payment Terms:

- i. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism. The payment will be made as per the following terms, on production of the requisite documents:
- ii. 100% payment on Completion of the job(s) awarded and on submission of job completion certificate by the user.
- iii. Separate payment will be made for Printing & Supply and For Scanning evaluation and preparation of merit list.
- iv. No advance payment(s) will be made.

23. Maintenance of confidentiality criteria for the contractor:

- i. The contractor(s) shall enter into a Service Level Agreement with the PSCWB for maintaining confidentiality of all data and process connected with the subject examination.
- ii. The agencies will ensure security, confidentiality and professional integrity throughout the process. They will not disclose or rent or lend any information, data and records related to this service to any



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third party, even at a later stage. The contractor shall not interact with Press/media at any stage regarding the recruitment process.

- iii. Any breach of the aforesaid conditions shall entitle PSCWB to cancel the contract and to purchase or authorize the purchase of services at the risk and cost of the contractor.

24. Some important points to note:

- i. Accuracy, security, confidentiality and professional integrity of the Agency is paramount.
- ii. The Agency should preserve all information for any future reference and for any query under the RTI Act, 2005.
- iii. The Agency should take full responsibility for the proficiency and integrity of the staff detailed for holding the exam.
- iv. The Agency shall not interact with media or any other third party on any matter related to the project.
- v. Any information, data and records related to the service shall not be disclosed or rented or lent to any third party.
- vi. All assigned work has to be completed within the prescribed/stipulated time frame as specified by PSCWB.
- vii. There should be zero failure in all the stated and implied activities on the part of the Agency.
- viii. Other Terms and Conditions are as mentioned in e-tender specification.

SD/-

Deputy Secretary



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General clauses

The following forms are required to be used for submission of bid –

Form I : Bid Form

Form II : Checklist

Form III : Particulars and qualifications of the bidders

Form IV : Details of Similar completed works during last 5 years

Form V : Price Bid



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Form I: Bid Form

The Secretary,
Public Service Commission, West Bengal
Kolkata-700026,

Dated:

Sir,

I/ We hereby submit our **offer for empanelment of contractors for designing, printing & supply and canning, evaluation & result processing of answer sheets and Attendance sheets for OMR/ICR based tests.**

I / We hereby agree to all the terms and conditions, stipulated by the PSCWB, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. Offers are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our earnest money deposit may be forfeited and our / my name may be removed from the list of contractors at the PSCWB.

I/We agree to abide by this bid for a period of 180 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the e-tender documents before submitting the same and accept the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE DOCUMENTS FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of the authorized signatory of Bidder



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Form II: Checklist

Please ensure that your offer contains the following documents:

EMD	: Rs. 50000/-(Rupee Fifty thousand only)
Form I	: Bid Form
Form II	: Checklist
Form III	: Particulars and qualifications of the bidders
Form IV	: Details of Similar completed works during last 5 years
Form V	: Price Bid (in separate sealed envelope)

List of Documents to be attached:

- a. PAN card
- b. GST Registration Copy
- c. Professional Tax Enrolment & deposit Challan (Latest)
- d. Annual Turnover Certificate by a Chartered Accountant
- e. Partnership Deed/Incorporation Certificate/Society Registration Copy
- f. Trade License
- g. Copy of CMMI and ISO certificates
- h. Solvency Certificate from a scheduled Commercial Bank/Chartered Accountant to prove the Financial Credibility to undertake the assignment
- i. Credential of similar nature of works, as mentioned at paragraph 2(iv), 2 (v) & 2(vi) above.
- j. Income Tax returns of last 3 (three) Financial years 2019-2020, 2020-2021 & 2021-2022.
- k. Proof of establishment in West Bengal.
- l. Other documents as mentioned above in the 'Eligibility Criteria' section (above)



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Form III: Particulars and qualifications of the bidder.

1. Organization: -

Name :
 Year of Incorporation / Registration in India :
 Year of Start of Operation in India :
 PAN No. :
 GST Registration no. :
 Total No. Technical Manpower :
 Total No. Administrative Manpower :

2. Registered Office Address

Telephone No. (s) :
 Mobile Nos. :
 Fax No. (s) :
 Email :

3. Legal status of firm- Firm / Proprietorship/ Others (_____)

(Attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)

4. Ownership

S. No.	Name of persons owning stake in the organization (In case of company incorporated in India List of Director shall be provided)	Nationality of the stakeholders	Details of restrictions, if any on transfer of stake

In case the organization is a public sector undertaking

Indicate the percentage share of Govt. holding. :



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5. Annual Turnover for the last 3 years (2019-2020, 2020-2021 & 2021-2022)

S. No.	Financial Year	Total Annual Turnover	Annual Turnover	
			Designing, printing & supply and scanning, evaluation & result processing of O.M.R./I.C.R. answer sheets for various rectt. examinations conducted by PSCWB	Other areas of Operation, if any (specify)

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors

6. Address of the important offices

Address 1	Address 2	Address 3
.....
Tel No (s) : Fax No (O) : No. Technical Employee: Total No. Administrative Employee :	Tel No (s) : Fax No (O) : No. Technical Employee: Total No. Administrative Employee :	Tel No (s) : Fax No (O) : No. Technical Employee: Total No. Administrative Employee :

7. Has your organization occurred loss during last three year: YES/NO

8. Are you able to support entire solution: YES/NO

9. Particulars of Authorized person(s) signing these documents on behalf of the bidder.

Name, Designation & Address of the authorized person.

Name, Designation & Address of the person authorizing for signing the document.



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Type/form of the issued authority (whether power of attorney/Authorization letter etc.)

----- (Please
refer to the enclose original authorization document)

(Signature).....

(In the capacity of:)

Duly authorized to sign Bid for and on behalf of.....



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Form IV: Details of Similar completed works during last 5 years & under execution.

Proforma for Performance Statement

(Summary profiles of projects completed/under execution during last three years related to OMR/ICR Based activities and Processing of results)

S. No.	Name of the Organisation/ Client with address	Nature of work and Examination Name	Duration of work & date of completion (certificate required)	Approx. Value of work(in Lakh)	Was there any delay in execution (Give reasons)	Remarks

The bidder will have to attach full details of similar projects Design, print and supply of OMR/ICR, scanning and evaluation for offline (OMR/ICR based) Examination as Annexure to this list.

Date.....

(Signature).....

Place

(In the capacity of):

Duly authorized to sign Bid for and on

Behalf of



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Form V: Price Bid

[On the Letter head of Bidder and should be separately submitted as per instruction]

The Secretary,
Public Service Commission, West Bengal
Kolkata-700026

Dated:

Sir,

I/ We hereby submit our price bid for **designing, printing and supply & scanning, evaluation of answer sheets, attendance sheets and result processing for OMR/ICR based examinations conducted by Public Service Commission, West Bengal.**

PART A: Designing, Printing and supply of OMR/ICR answer sheets of 100/200 questions

Item	No of sheet	Base Rate per sheet in Rs.	GST	Total rate per sheet including GST in Rs
Designing, Printing and supply of OMR/ICR answer sheets of 100/200 questions	a. Up to 5000			
	b. More than 5000 but less than or equal to 20000			
	c. More than 20000 but less than or equal to 100000			
	d. More than 100000 but less than or equal to 500000			
	e. More than 500000			

PART B: Scanning, evaluation of OMR/ICR answer sheets of 100/200 questions & Result processing and generation of merit list

Item	No of sheet	Base Rate per sheet in Rs.	GST	Total rate per sheet including GST in Rs
Scanning, evaluation of OMR/ICR answer sheets of 100/200 questions & Result processing and generation of merit list	a. Up to 5000			
	b. More than 5000 but less than or equal to 20000			
	c. More than 20000 but less than or equal to 100000			
	d. More than 100000 but less than or equal to 500000			
	e. More than 500000			



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PART C: Designing, Printing Supply and Scanning of OMR/ICR based Attendance sheets

Item	No of sheet	Base Rate per sheet in Rs.	GST	Total rate per sheet including GST in Rs
Designing, Printing Supply and Scanning of OMR/ICR based Attendance sheets	a. Up to 5000			
	b. More than 5000 but less than or equal to 20000			
	c. More than 20000 but less than or equal to 100000			
	d. More than 100000 but less than or equal to 500000			
	e. More than 500000			

Note:

a) The quoted rates should be inclusive of all cost e.g. fooding & lodging of their employees, transportation costs, courier charges, packaging costs etc.

Calculation: Rates quoted for each of the 15 (fifteen) sub-items of all the three parts will be added in order to find the L1.

Date:.....

(Signature)..... (In the capacity of)

Place.....

Duly authorized to sign Bid for and on behalf of