



PUBLIC SERVICE COMMISSISON, WEST BENGAL

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

Quotation No. 48/Quotation/PSCWB

Date: 09/04/2024

NOTICE INVITING QUOTATION

Sealed quotations for engagement of agency for design, print and supply of 25000 pre-printed scannable OMR attendance sheets with barcode are, hereby, invited from reputed agencies having relevant experience in Govt./PSU/Recruitment Boards/Commissions/PSC of any state.

Bids are to be submitted as per time schedule stated below:

Sl. No.	Activity	Schedule/ Description
1.	Quotation No	48/Quotation/PSCWB
2.	Date of uploading of quotation Document in Commission's website and notice board	09/04/2024
3.	Bid submission start date	09 /04/2024
4.	Bid submission closing date	16/04/2024 at 15.00 hrs.
5.	Bid opening date for Technical Proposals (Online)	16 /04/2024 at 15.30 hrs
6.	Minimum Validity of the quotation offer	180 days from the date of Opening of bids.

COMMERCIAL TERMS & CONDITIONS

1. Scope of work:

Scope of work is related to **design, print and supply of 25000 pre-printed scannable OMR attendance sheets with barcode** on an urgent basis.

Sl. No.	Jobs
1.	design, print and supply of pre-printed scannable OMR attendance sheets with barcode

The OMR attendance sheet should have columns/space for filling 6 candidates. The sheet should contain space for photograph/signature, Roll No, Name etc. The attendance sheet should also contain space for writing the Question Booklet Number, Candidates Signature, Invigilators Signature etc. The design or pattern of the OMR attendance sheet to be done in prior consultation with PSCWB

The OMR attendance sheets are to be printed on good quality [105 GSM or above] A4 size paper. Sample OMR attendance sheet must be submitted to PSCWB for final approval before final bulk printing.

2. Submission of Bids:

Quotations are to be submitted in a sealed cover superscribing the quotation no. and bidder's name at the drop box kept at the chamber of the Accounts officer at 8th floor within the prescribed date & time.

List of Documents to be attached:

- PAN card
- GST Registration Copy
- Partnership Deed/Incorporation Certificate/Society Registration Copy



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3. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 180 days. 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.

4. Work Order:

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

5. Payment Terms:

- i.. Full payment on satisfactory completion of the job(s) awarded as per W.O., handing over of complete database to the representative of the Commission and on certification of satisfactory completion by the Commission.
- ii. No advance payment(s) will be made.

6. Maintenance of confidentiality criteria for the agency:

- i. The agency(s) shall maintain confidentiality of all data and process connected with the examinations.
- ii. The agency 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 third party, even at a later stage. The agency 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 agency.

7. 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. The bidder may be asked for any additional document (s) in future.

SD/-
Deputy Secretary



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Price Bid

[On the Letter head of Bidder]

The Secretary
Public Service Commission, West Bengal
Kolkata-700026

Dated:

Sir,

I/ We hereby submit our price bid for **design, print and supply of 25000 pre-printed scannable OMR attendance sheets with barcode.**

Particulars of the bidder.

PAN No.:

GST Registration no.:

design, print and supply of 25000 pre-printed scannable OMR attendance sheets with barcode.

Item	Volume	Rate per OMR attendance sheet in Rs.	GST	Total rate per OMR attendance sheet including GST in Rs
Design, print and supply of 25000 pre-printed scannable OMR attendance sheets with barcode	25,000 OMR attendance sheets			

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

Date:.....

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

Place.....

Duly authorized to sign Bid for and on behalf of