

SHORT TERM TENDER NOTICE

Scanning of Application Forms, Preparation and Printing of Admit Cards

Sealed tenders are invited under two bids system from experienced and reputed Firms for the following works latest by **24.07.2018 (5.00 P.M)** through Speed Post.

1. **Scope of work:**
 - (a) Scanning of Front Page of the Application Forms.
 - (b) Preparation of Soft Copy of Admit Card – Office Copy and Candidate's Copy.
 - (c) Printing of Office Copy of Admit Card – On the front side, Candidate's Photograph & Signature Image including Candidate's credentials whereas on the back side common instructions to be printed.
2. **Availability of Hardware and Software and site of the work:**
 - (i) Entire Hardware and Software for the above scope of work is to be made available by the selected Firm and it is the sole responsibility of the Firm.
 - (ii) All work has to be carried out in the premises of Bihar Public Service Commission office, Patna.
3. **Procedure to submit the tender documents:-**

The Technical and Financial Bids should be kept in two separate sealed envelopes, marked as Technical Bid and Financial Bid respectively, and both the envelopes must be kept in another duly sealed bigger envelope with superscription "**Scanning of Application Forms, Preparation and Printing of Admit Cards**".

Any other format of the tender documents shall not be entertained.
4. **Technical Bid Envelope must contain and fulfill the following criteria:**
 - (i) The Bidder should be incorporated under prevailing Indian Companies Act/ The Partnership Act/ Proprietorship Act. Certificate regarding this must be enclosed.
 - (ii) The Bidder's average annual turnover of the last three financial years should be minimum Rs. 5 (Five) Lakhs.
 - (iii) The Bidder should have 3 years experience of the working of above mentioned scope of work. Self declaration regarding the experience of the work has to be submitted by the Firm on affidavit.
 - (iv) GST Registration Certificate
 - (v) Income Tax Return for the last three financial years.
 - (vi) Bank Draft of Rs. 10,000/- (Ten Thousand only) as Earnest Money in favour of Secretary, Bihar Public Service Commission, Patna and payable at Patna.
 - (vii) The Bidder should not be disqualified or debarred by any Govt. organization, including public sector, boards and commissions. In this regard an affidavit must be submitted.
5. **Financial Bid Envelope must contain and fulfill the following criteria:**

Financial Bid, which must contain the rate inclusive of all expenditure/charges such as stationery charges, transportation charges, labour charges etc. should be in the following format:-

Sl.No.	Particulars	Rate per Copy	
		Rs.	P.
1.	Scanning of Front Page of the Application Forms.		
2.	Preparation of Soft Copy of Admit Card – Office Copy (Front Page Only)		
3.	Preparation of Soft Copy of Admit Card –Candidate's Copy. (Front Page Only)		

4.	Printing of Office Copy of Admit Card (Both sides) on A4 Size, 100 GSM Paper – On the front side, Candidate's Photograph & Signature Image including Candidate's credentials whereas on the back side common instructions to be printed.		
5.	Printing of Office Copy of Admit Card (Only One side) on A4 Size, 100 GSM Paper – On the same side, Candidate's Photograph & Signature Image including Candidate's credentials and common instructions to be printed.		
6.	Only Printing of Admit Card on A4 Size, 100 GSM Paper if soft copy is provided by Bihar Public Service Commission – both side printing		
7.	Only Printing of Admit Card on A4 Size, 100 GSM Paper if soft copy is provided by Bihar Public Service Commission – only one side printing		
Total:			

- All rates should be exclusive of GST.
- Bidder must quote against all seven particulars.

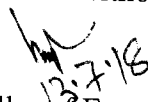
6. Other Conditions:

- (i) Design/Proforma of the Admit Card will be provided by Bihar Public Service Commission.
- (ii) The Bids should be printed on Firm's letter head. Cutting, if any, must be clearly initialled. Over-writing on offer of rate is not permitted.
- (iii) The Bid shall remain valid for the Financial Year 2018-2019 & 2019-2020.
- (iv) 5% amount of the total work value will have to be deposited by the successful Bidder as security deposit in the form of Bank Draft in favour of the Secretary, Bihar Public Service Commission payable at Patna at the time of accepting the work order. The successful Bidder's Earnest Money will be converted to Security Deposit upon the Bidder's acceptance of the award of work satisfactorily.
- (v) An undertaking of confidentiality and security of the work has to be submitted by the successful Bidder at the time of acceptance of offer on affidavit.
- (vi) Selected Firm has to complete the work within 15 days from the date of placement of order.
- (vii) Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of the Commission.
- (viii) The Bidder's Earnest Money may be forfeited if the Bidder withdraws his Bid during the period of Bid Validity and if the successful Bidder fails to give his acceptance of offer within three days.
- (ix) The Bidder's Earnest Money of unsuccessful Bidders will be discharged/ returned as early as possible after the expiry of the period of Bid Validity.
- (x) TDS will be deducted as per rules.

Sealed Technical Bids received in time shall be opened by a Committee on 25.07.2018 at 11.00 A.M. and after scrutiny and evaluation, sealed Financial Bids of only technically qualified Bidders will be opened on the same day. Bidders or their authorized representatives are allowed to be present at the time of opening of Bids.

Any enquiry may be made on the telephone no. mentioned above on any working day during office hours.

The undersigned reserves the right to reject one or all of the Bids without assigning any reason.


Controller of Examinations,
Bihar Public Service Commission, Patna