



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

No.218PSC/Sty-2/2021-2022

Dated Guwahati the 1st Feb./ 2025

NOTICE INVITING E-TENDER

E-tenders are invited by the undersigned through e-procurement system i.e. www.assamtenders.gov.in in two bid systems from eligible Agencies/Firms 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 Commission's requirements for a period of one year, extendable for another one year on satisfactory performance basis from the date of award of Contract.

Item	Scope of Works
A.	Printing & Supply of OMR Answer Sheets with Barcodes microline and water mark, (Single Layer), readable on OMR System, in the format (Specifications & Design) to be decided by the Commission.
B.	Printing & Supply of Carbonless OMR (1+1 Tear off) i.e. in two parts A4 size, Top copy printed in 100-110 GSM paper and bottom copy printed in 50-60 GSM paper with Barcodes microline and water mark, readable on OMR System, in the format (Specifications & Design) to be decided by the Commission.
C.	Scanning of used OMR Answer sheets and result processing at the office of the APSC.

The item either A or B shall be ordered one at a time as per requirement and decision of the Commission.

Important dates of the tender:

Sl. No.	Scheduled	Start date	Start time	End date	End time
1.	Tender publishing	04-02-2025	05:00 PM	NA	NA
2.	Tender download	04-02-2025	05:00 PM	27-02-2025	11:00 AM
3.	Pre-Bid Meeting	11-02-2025	At 3:00 P.M	Venue- APSC Office Khanapara, Guwahati-22	
4.	Bid submission	17-02-2025	10:00 AM	27-02-2025	11:30 AM
5.	Bid opening (Technical)	27-02-2025	02:00 PM	NA	NA

Tender documents may be downloaded from the official website <https://assamtenders.gov.in>. The bidders would be required to register in the website for submission of the bids. The bidders are required to have Digital Signature Certificate (DSC) of Class-III (only Signing) from any of the Certifying Authorities. Aspiring bidders who have not obtained the user ID and password for participating in e-procurement may obtain the same by registering in the www.assamtenders.gov.in. The requirements to register with the e-procurement portal are available on the website indicated above.

All other relevant information and the detailed Bid documents are available on website www.assamtenders.gov.in.


Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Copy to:

1. The Director of Information and Public Relations, Assam, Last gate, Dispur Guwahati-06 is requested to publish the aforesaid notification at least in one English National daily and in 2(two) widely published local News papers (English and Assamese)
2. P/S to Hon'ble Chairman, APSC for kind information.
3. FAO, APSC
4. Programmer, A.P.S.C to upload in the website
5. Notice Board
6. Order File


Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

DETAIL NOTICE INVITING TENDER

E-Tenders (Two Bids system) in two parts, i.e., Part I - Technical Bid and Part II - Financial Bid are invited by the **Assam Public Service Commission (APSC)** from eligible Agencies/Firms 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 Commission's requirements **for a period of one year, extendable for another one year on satisfactory performance basis** from the date of award of work:-

Item	Scope of Works
A.	Printing & Supply of OMR Answer Sheets (Single Layer) with Barcodes microline and water mark (Single Layer), readable on OMR System in the format (Specifications & Design) to be decided by the Commission.
B.	Printing & Supply of Carbonless OMR (1+1 Tear off) i.e. in two parts A4 size, Top copy printed in 100-110 GSM paper and bottom copy printed in 50-60 GSM paper with Barcodes microline and water mark, readable on OMR System in the format (Specifications & Design) to be decided by the Commission.
C.	Scanning of used OMR Answer sheets and result processing at the office of the APSC.

The item either A or B shall be ordered one at a time as per requirement and decision of the Commission.

Interested Agencies/Firms may submit the tender through the official website <https://assamtenders.gov.in> . The bidders would be required to register in the website for submission of the bids .The bidders are required to have Digital Signature Certificate (DSC) of Class-III (only Signing) from any of the Certifying Authorities. Aspiring bidders who have not obtained the user ID and password for participating in e-procurement may obtain the same by registering in the www.assamtenders.gov.in. The requirements to register with the e-procurement portal are available on the website indicated above. The detail instructions to the bidders are also available in the above mentioned website.

Help Desk:

Help Desk numbers for any kind of support related to e-procurement:

Assam State Procurement Cell -18001021417

(Timing 10.00 A.M. to 05.00 P.M.) (Except Government Holidays)

For any issues or clarifications relating to the published tenders: **0361-2363117 (APSC office)** during office hours or mail at **apsc-asm@nic.in**.

I. IMPORTANT SCHEDULE:

Sl. No.	Scheduled	Start date	Start time	End date	End time
1.	Tender publishing	04-02-2025	05:00 PM	NA	NA
2.	Tender download	04-02-2025	05:00 PM	27-02-2025	11:00 AM
3.	Pre-Bid Meeting	11-02-2025	At 3:00 P.M	Venue- APSC Office Khanapara, Guwahati-22	
4.	Receiving bidders Clarifications on Tender documents via e-mail at apsc-asm@nic.in	05-02-2025	10:00 AM	10-02-2025	05:00 PM
5.	Bid submission	17-02-2025	10:00 AM	27-02-2025	11:30 AM
6.	Bid opening (Technical)	27-02-2025	02:00 PM	NA	NA

The **hard copies** of the following documents must be submitted to the Secretary, Assam Public Service Commission, Khanapara, Guwahati-22 on or before last date of bid submission-

- i. Power of Attorney.
- ii. Affidavit on stamp paper regarding non debarred/black listed by any Organization/ Board/ Council/University/ Commission and any other Government/ Government undertaking organization in the last three years.
- iii. A sample copy of Bar-coded OMR Answer Sheet and Carbonless (1+1 Tear off) OMR Sheets.
- iv. Hard copy of bank guarantee (if bank guarantee is given as bid security).

II. DETAIL SCOPE OF WORKS:

A & B: Printing and Supply of OMR Answer Sheets:

- (i) Printing of Bi-Colour Blank Answer Sheets readable on OMR System, in the format to be given by the Commission.
- (ii) The OMR Answer Sheets should have **Barcode** at **Two places** as per the specification provided by the Assam Public Service Commission and it should be Printed on **100-110 GSM Maplitho Paper**. It must be proved to deliver 100% accurate reading and a Certificate to that effect must be given with each supply. **Along with barcode the other security features should include microline and water mark of the APSC logo.**
- (iii) The back of the OMR Answer Sheets should have instructions printed on it as per specification provided by the Commission.
- (iv) The printing of OMR Answer Sheet refers to printing of **Static Field** as well as **Dynamic Field**. The name of the Assam Public Service Commission should be printed on the OMR Answer Sheets as a Static Field. The candidate specific information which shall be provided by the Assam Public Service Commission from time to time is herein after known as **Dynamic Field**.
- (v) The printing of Static Field shall be done in single colour. The printing of the Dynamic Field with candidate specific information and the Barcodes should be made in bi-colour using Laser Printer as per the specification given by the Commission.

- (vi) The OMR Answer Sheets are to be **packed in a bunch of 100 numbers**, in good quality firm card-board packing after wrapping it with butter cover papers/ plastic packets. The packed OMR Answer Sheets are to be delivered as per the instructions and within the time frame fixed by the Commission.
- (vii) The Bidder has to submit a sample copy of Bar-coded OMR Answer Sheet with other security features with both Static and Dynamic Field printing along with the Tender documents.
- (viii) The OMR Answer Sheets must be supplied to the Commission's Premises within 10 working days of placing the final approved order.

C. Scanning of OMR Answer Sheets and processing of results:

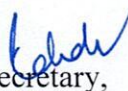
- (i) Only Double Scanning/ processing of OMR Answer Sheets in the office premises of the Commission for which purpose the Agency shall set up a Bureau in the said premises and bring adequate number of OMR Scanners, each having a speed capacity of processing not less than **10,000 (Ten thousands) Answer Sheets (Double Scanning) per hour**. 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) The data for both Scanners must be 100% error free. Agency shall take all sorts of measures to ensure 100% accuracy;
- (iii) Tagging OMR Data with Pre-examination master database;
- (iv) Capturing Absentee data from Attendance Sheets through Barcode readers;
- (v) Resolving mismatches between Attendance Sheets, Roll Nos. and Question Booklet Nos./Series, as marked on OMR Sheets;
- (vi) Image scanning of OMR Answer Sheets;
- (vii) Storing the Images as per Barcode Numbers;
- (viii) The machine should be heavy duty capable of working continuously for at least 8 hours a day;

- (ix) Depending upon the volume of OMR Answer Sheets to be scanned and the schedule given by the Commission, the number of machines to be deployed may need to be increased/ varied from examination to examination, as per Commission's requirement;
- (x) The whole scanning activity in respect of each assignment shall be completed within the period stipulated by the Commission;
- (xi) The captured data will be stored in two separate databases; a complete image of the forms will also be stored;
- (xii) Any kind of data discrepancy shall be sorted out by the Agency using the scanned image in the presence of Commission's representative(s).
- (xiii) The Agency shall provide back-up data on CD or in such form as may be specified by the Commission, immediately after completion of Scanning/ Scoring of Answer Sheets.
- (xiv) The Agency shall extract such data and in such form, as may be desired by the Commission, from the captured data for different purposes including item analysis.
- (xv) The Agency shall do used OMR sheet processing through OMR software and produce exam results in excel and PDF formats along with statistical and graphical analysis reports for each exam.

Note:

Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first appellate authority is as mentioned below:

First Appellate Authority
Pinkie Borgoyari, ACS Joint Secretary, Assam Public Service Commission , Jawaharnagar, Khanapara, Ghy-22


 Secretary,
 Assam Public Service Commission
 Jawaharnagar, Khanapara, Guwahati-22

ANNEXURE-I

INSTRUCTIONS TO BIDDERS, PRE-QUALIFICATION CRITERIA (PQ), SCOPE OF
SUPPLY WITH SPECIFICATION, EVALUATION CRITERIA AND TERMS &
CONDITIONS OF RATE CONTRACT

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

The Bidder should satisfy the following criteria for submission of technical bid -

- (i) The Bidder's average turnover of the last 3 Financial Years should be 1(One) Crore 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. Balance sheet of last 3 financial years must be produced.**
- (ii) 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 an average of **3,00,000 candidates** per year during last 5(Five) financial years.
- (iii) The Bidding Company must have an **ISO 9001: 2015** and **ISO 27001: 2013** certification in delivering Examination Processing Services including OMR Scanning specifically. **Copy of valid certificates must be enclosed.**
- (iv) The Bidding Company must be having at least 40 employees on its Roll 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.**
- (v) Copies of Income Tax returns along with audited accounts of last three assessment years, i.e. **2021-22, 2022-23 & 2023-24** and Current Return of GSTIN must be enclosed. **The bidders failing to submit relevant documents will not be considered for evaluation process and would be rejected without assigning any reason.**

- (vi) 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, State 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 may be enclosed with the tender documents. **Copies of Work Completion Certificate from at least 1 client/ clients to be enclosed during past 3 years i.e. 2021-22, 2022-23 & 2023-24.**
- (vii) The Agency must have been registered under the Indian Companies Act, 1956/ The Partnership Act 1932 and must possess valid Trade License. **Documentary evidence of above must be enclosed.**
- (viii) 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 three years. **An Affidavit on stamp paper of Rs. 100/- to be enclosed.**
- (ix) 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.**
- (x) The Bidding Company should have own set up of Printing Press or should have valid agreement with a printing press for OMR Printing with capacity of printing and dispatching of minimum 1 Lac sheets per day with LASER Barcode. Proof of purchase of OMR Printer with Model No. having capacity of minimum 1 Lac sheets per day with LASER Barcode must be enclosed or any other agreement with printing press should be submitted.
- (xi) GST registration certificate.
- (xii) PAN Card.

The bidders who failed to provide any one or more of the above mentioned documents shall be rejected and their financial bid will not be opened.

Part-II: Financial Bid:

The financial bid must be submitted in the given BOQ format only available with the tender documents in the given website. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the **Bidder Name and values only.**

1. Opening of Tender:

Tenders will be opened in two stages. The “Technical Bid” shall be opened online on the e-procurement Portal on the due date and time specified in the bidding documents.

The “Financial Bid” shall be opened on a later date and time fixed by the Commission and 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. **The date will be notified in a later stage on the e-procurement portal.**

2. Earnest Money Deposit (EMD):

Earnest Money of Rs. 1,00,000/- (Rupees One lakh) only for Printing and Supply of OMR Answer Sheets with Barcode and other features / Scanning of used OMR Answer Sheets shall be deposited through online mode only.

Any Tender without Earnest Money Deposit in a manner other than what is mentioned above is liable to be rejected at the discretion of the APSC.

The EMD shall be kept valid for a period of 28 days beyond Financial Bid validity period.

However, Companies/firms having MSME/SSI/NSIC registration shall be allowed for EMD exemption upon production of relevant documents as per MSME Act.

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.

3. Refund of Earnest Money Deposit:

Earnest Money Deposit will not carry any interest. Earnest Money so deposited by unsuccessful Bidders will be refunded after giving the award of contract on the e-procurement portal and earnest money of successful bidder will be refunded after contract signing.

4. Validity of Bids:

The Bidder shall keep the "Financial Bid" valid for acceptance for a minimum period of 120 days after the last date for receipt of the Bids.

5. Security Deposit cum Performance Guarantee:

Security Deposit amount of Rs. 2 lakh for proper and timely fulfillment of the contract has to be furnished by the successful Bidder within 07 working days from the date of notification of award.

No exemption will be made.

The Security Deposit cum Performance Guarantee of Rs. 2,00,000/- has to be furnished by a **Fixed Deposit Receipt/Bank Guarantee issued by a Scheduled Bank** drawn in favour of the "**Secretary, Assam Public Service Commission**", payable at Guwahati "**Assam**". **The bank guarantee format is given in Annexure V.**

The performance guarantee should be valid for at least 60 days beyond the contract period, or extension thereof, if any. 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.

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

Scope of Supply with specification:

<u>Item No.</u>	<u>Description & Specification</u>
A	Printing & Supply of OMR Answer Sheets with Barcodes microline and watermark with delivery at the Commission's office premises and in such quantities as advised by the Commission, readable on OMR System in the format (Specifications & Design) to be decided by the Commission and to be delivered in the packing as specified by the Commission.
B	Printing & Supply of Carbonless OMR (1+1 Tear off) i.e. in two parts A4 size, Top copy printed in 100-110 GSM paper and bottom copy printed in 50-60 GSM paper with Barcodes microline and water mark. - readable on OMR System, in the format (Specifications & Design) to be decided by the Commission.
C	Double Scanning of used OMR Answer Sheets in the premises of the Commission for which purpose the Agency shall set up a Bureau and bring adequate number of OMR Scanners as specified by the Commission & 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 Commission and delivery of reports/ analyses within such time as prescribed by the Commission Result processing through OMR software of the exam and preparation of merit list in excel and PDF format along with statistical and graphical analysis reports for each exam.

Evaluation of Bids:

The Bidder shall quote all inclusive rate of each item mentioned in the BOQ format and upload the same after filling the necessary fields.

The Bidder shall quote per sheet (two pages back to back) rate for printing work and Double Scanning Rate per OMR Sheet for scanning work at the space provided at the BOQ format.

APSC will evaluate the Bid in a consolidated manner for all the works as stated earlier.

Method of Selection:

After opening the financial bid among the technically qualified bidders, the L1 bidder will be selected. However, the Secretary, Assam Public Service Commission, Khanapara, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The Assam Public Service Commission, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

Delivery Schedule:

(1) Schedule of delivery will be indicated by the Commission 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 Commission in the event of failure by the Agency to complete the work within the time frame fixed by the Commission:

(a) Printing:

(i) For each day of delay beyond three days of the scheduled date of completion –

Rs.5,000/- (Rupees Five Thousand) only per day.

(ii) For missing sheets/ mistakes in numbering etc. – **Rs.5,000/- (Rupees Five Thousand) only per sheet.**

(b) Scanning:

The firm/agency is under obligation to provide its services as and when stipulated by the Commission as per the urgency/ priority of the Commission and failure to do so on the part of the firm/agency will invite penalty as decided by the Commission.

i) For each day of delay beyond three days of the scheduled date of completion –

Rs.5,000/- (Rupees Five 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 Commission as per defined scope of work.

Payment Terms:

Payment for printing and supply of OMR (100 GSM) Answer Sheets and their Scanning would be made by the Commission in the following manner:-

i) The payment would be released only after successful completion of the work. No advance payment will be made.

ii) The selected firm will submit hard copy of the bills in triplicate to the Commission after completion of the work. The Commission will release the bill after necessary scrutiny and following necessary formalities at its end.

Other Terms & Conditions:

- (i) Printed terms and condition of the Bidders will not be considered as forming part of the Tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to Tender.
- (ii) Hypothetical and conditional Tenders will not be entertained.
- (iii) The Assam Public Service Commission reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (iv) 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 Commission as and when supply of OMR (100 GSM) Answer Sheets is required during the currency of the contract.
- (v) Scanning of OMR (100 GSM) Answer Sheets in such quantities as may be indicated by the Commission from time to time shall be completed within such time as may be stipulated by the Commission.
- (vi) The freight charges for transporting of OMR to Guwahati Airport (if any) via Cargo shall be reimbursed by this office. No other charges shall be paid additionally. The copy of the bill along with original vouchers for freight charges should be submitted along with the OMR printing bills for necessary payment.
- (vii) The party will be called for scanning of OMR sheets at APSC office, Guwahati whenever required. There shall be no minimum quantity for printing or scanning of OMR sheets. The quantity shall be decided as per number of candidates applied against each post for a particular examination. The travelling expenses or any other expenses of the personnel visiting for the scanning purpose **shall not be paid** additionally by this office.
- (viii) **The contract shall be valid for a period of one year which may be extended further for a further period of one Year on the same terms & conditions and at the option of Assam Public Service Commission on satisfactory performance.**
- (ix) The Assam Public Service Commission reserves the right to terminate the contract at any time if it is satisfied that the Agency has failed to fulfill its obligations as per the terms & conditions contained in the rate contract. The decision of the Assam Public Service Commission in this regard would be final and binding.

Applicable Law and Jurisdiction :

All matter related with this tender shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the court at Guwahati only.

INFORMATION IN A NUTSHELL

- Tender processing Fees** : Rs. 1,000/-to be paid through online mode only.
(Non-refundable)
- Earnest Money Deposit** : Rs.1,00,000/- (Rupees One Lakh) only,
(To be submitted through online mode) (Refundable)
- Security Deposit cum Performance Guarantee: Rs. 2,00,000/- (Rupees Two Lakh) only.**
(To be submitted by the successful bidder in the form of a Bank Guaranty from a Nationalized/
Scheduled banks)
- Undertaking by the Bidder** : Refer **Annexure – III** of this Notice.
- Proforma Security Deposit cum Performance Guarantee** : Refer **Annexure – IV** of this Notice.

7. Arbitration:

In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Group “A” Officer appointed by the Chairman, Assam Public Service Commission.

8. Force Majeure:

(i) The Bidder shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(ii) For purposes of this clause, “Force Majeure” means an event beyond the control of the Bidder and not involving the Bidder’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the Department in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics.

(iii) If a Force Majeure situation arises, the Bidder shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by the Department in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Annexure – II

- (A) **PRINTING AND SUPPLY OF OMR (100 GSM Maplitho Paper) ANSWER SHEETS WITH BARCODES READABLE ON OMR SYSTEM IN THE FORMAT (SPECIFICATIONS & DESIGN) TO BE DECIDED BY THE COMMISSION, AND DELIVERED IN THE PACKING AS SPECIFIED BELOW:**
- (B) **DOUBLE SCANNING/ PROCESSING OF OMR ANSWER SHEETS IN THE OFFICE PREMISES OF THE COMMISSION 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: AND PROCESSING OF RESULT.**

Detail of the rate Quoted:

Refer the BOQ format available with the tender documents.

PACKING INSTRUCTIONS for Sl. No. A.:

The Agency will also ensure that the OMR Answer Sheets are to be **packed in a bunch of 100 numbers**, in good quality Agency card board packing after wrapping it with butter cover papers/ 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 (100 GSM) Answer Sheets kept in butter cover papers/ 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 Commission'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.

Annexure – III

UNDERTAKING BY THE BIDDER

- (i) I declare that I have gone through the instructions to Bidders, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Rate contract and I shall abide by these conditions.

- (ii) I also confirm the validity of Financial Bid containing the Price Schedule (BOQ) has been kept for a minimum period of 120 days after the last date for receipt of the Bids.

Signature of Bidder

Annexure – IV

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT CUM
PERFORMANCE GUARANTEE

To

The Secretary

Assam Public Service Commission,

Jawaharnagar, Khanapara, Guwahati-22

1. Against Rate contract concluded by the advice acceptance of the Tender No.dated/..../20..... covering supply of (hereinafter called the said contract), entered between the Secretary, Assam Public Service Commission 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 Assam Public Service Commission, the amount of .` only (write the sum in words) to indemnify and keep indemnified the Secretary, Assam Public Service Commission against any loss or damage that may be caused to or suffered by the Secretary, Assam Public Service Commission 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 Secretary, Assam Public Service Commission 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 Secretary, Assam Public Service Commission 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 Secretary, Assam Public Service Commission.
2. 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 Rate contract), 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) notwithstanding 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 Secretary, Assam Public Service Commission before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Secretary, Assam Public Service Commission.

3. 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 Secretary, Assam Public Service Commission.
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 Secretary, Assam Public Service Commission 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 Secretary, Assam Public Service Commission 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 Secretary, Assam Public Service Commission or any indulgence by the Secretary, Assam Public Service Commission to the said Agency or by any other matter or thing 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)