



Government of West Bengal
Office of the District Magistrate
Purba Medinipur

Memo No: 1232

Dated: 18/8/17

NOTICE INVITING TENDER

Sealed Tender is hereby invited by the District Magistrate Purba Medinipur from reputed and bonafide agencies for preparation of online application software, online admit card generation, printing of bar-coded OMR sheets, post examination checking of the same and tabulating the results in connection with written examination for the post of Data Entry Operator under Backward Classes Welfare Department in Purba Medinipur, accordingly.

The printing will be done as per requirements against "WORK ORDER" issued by the office according to the terms and conditions of this Notice.

The approved rate of this Tender for the items (mentioned below) shall remain valid upto 120 days on and from the date of finalizing the tender. The approved lowest tender(s) shall be bound to print the materials as per approved rate(s) offered by them and as per terms & conditions upto 120 days failing which the order will be treated as cancelled and the agency will be black-listed by the authority in future.

THE TERMS & CONDITIONS ARE ENUMERATED BELOW:-

- 1) Rate should be quoted in the Company's letter head (typed) against the item separately (as per prescribed format below) and the amount is to be written in figures as well as in words. Rates quoted shall be inclusive of all taxes, delivery charges and all other incidental charges. No changes will be acceptable. Rate should be given for every thousand OMRs and thereafter for every single OMR.
- 2) Copy of the i) Income Tax return ii) GSTIN iii) Trade License iv) PAN should be submitted along with the quotation.
- 3) Incomplete and Incorrect Tenders will not be acceptable.
- 4) The authority has right not to accept the lowest rate subject to quality of the items.
- 5) Certificates / Credentials showing previous similar works taken up by the agency with the Government Departments is to be enclosed with the tender documents by the intending tenderers.
- 6) All the printed materials are to be supplied to the Office of The District Welfare Officer, Backward Classes Welfare as per requirements issued from this end.
- 7) Instruction about submission of Tenders:
 - (i) Tenders are to be addressed to the District Magistrate, Purba Medinipur.
 - (ii) Tenders must be sealed & superscribed in capital letters **"TENDER FOR ONLINE APPLICATION, PRINTING OMR SHEETS, ETC., FOR THE EXAMINATION OF THE POST OF DATA ENTRY OPERATOR UNDER BCW IN PURBA MEDINIPUR"**

- (iii) The name and address of the Tenderers should be indicated on the cover containing the tender.
- (iv) All documents are to be submitted with the Tender & the Tender itself must be legible.
- (v) Tenders must be signed in full on each page of tender papers. Sealed tenders, duly filled in plain paper along with the above mentioned documents should be dropped in the Tender Box which shall be kept in the Office of The District Welfare Officer, Backward Classes Welfare, Purba Medinipur from 18.08.2017 to of 25.08.2017 (3pm) and the same will be opened in the chamber of The District Welfare Officer, Backward Classes Welfare, Purba Medinipur on 25.08.2017 at 4:00p.m. Any application received after the specified time will not be considered. **Rate should be quoted consolidated for every thousand applications and in units thereafter for the entire Scope of Work as tabulated below.**
- (vi) Earnest Money Deposit amounting Rs.5000/- (Rupees Five Thousand Only) in the form of DD or Pay Order payable at SBI, Tamluk Railway Station Branch in favour of District Magistrate, Purba Medinipur along with the application.
- 8) The quality of OMR Sheets should be such that when correction of filled in OMR Sheets are being done, the scanner should not miss any item / marking / heading / input. A sample of OMR sheet should be submitted in a sealed envelope in proper signature and seal of the Tenderer. During supply, if any deviation from the selected quality is noticed the same item should be changed forthwith. Failure to do so will lead to forfeiture of earnest money along with initiation of penal action. No separate charges will be given for carrying, loading & unloading.
- 9) Delivery of the printed materials has to be done at the Office Of The District Welfare Officer, Backward Classes Welfare, Purba Medinipur within 7(seven) days from the issue of supply order. The payment will be made after submission of bills along with the receipt challan and after observing all financial formalities.

Rate Should Be Quoted in This Format

Sl No.	Scope of Work	Deliverable	Rate In Rs.
1	Devising online application form.(sample enclosed)	Online application form	
2	Devising online downloadable admit card from information furnished by applicant, scrutinizing and emailing the same	Online scrutinized downloadable admit card and emailing the same	
3	Printing of OMR Answer Sheet with 2(two) Bar Code -Single Side, in English (A4 Size, 105 GSM Maplitho Paper)	Printed OMR Sheets	
4	And Computerized / Software based Evaluation of OMR answer sheet(Double scanning) Preparation and Printing of Merit list in random order for the posts	Evaluated OMR Sheets (double scanned), Printed Merit List in random order.	

Encl: As stated.


 Additional District Magistrate (Try)
 Purba Medinipur