



**BID FOR
DESIGNING, PRINTING AND EVALUATING OMR SHEET**

Short Tender Notice No: 1356 Dated 10th December 2014

**Office of The Principal Chief Conservator of Forests, Odisha, Govt. of Odisha,
Aranya Bhawan, Chandrashekharpur, Bhubaneshwar-751016**

1. INTRODUCTION

The Conservator of Forests (GIS), (the Authorized Officer) invites bid proposal on behalf of the Principal Chief Conservator of Forests (PCCF), Odisha from Information Technology firms to design, print and evaluate OMR sheet in connection with the written test for recruitment of Forest Guard and Forester in Forest Department. The bid document may be downloaded from the bid section of www.odisha.gov.in or www.odishaforest.in . The bidder has to submit general bid and commercial bid in separate envelopes as prescribed hereunder.

2. SCHEDULE OF EVENTS FOR OFFICE WORK FLOW AUTOMATION SYSTEM

| S. No | Information | Details |
|-------|--|---|
| 1. | Hosting of the document on the Notice Board/ Website | 10 th December 2014 |
| 2 | Address for Submission of Bid | Conservator of Forests (GIS) O/o PCCF, Odisha, Aranya Bhawan, CS Pur, Bhubaneswar-751023 |
| 3 | Earnest Money Deposit | Bank Draft for Rs.10,000/- payable in favour of PCCF, Odisha, Bhubaneswar. |
| 4 | Last date of submission of bid | 5 PM of 26 th December 2014 |
| 5 | Opening Technical Bids | 11 AM of 27 th December 2014 |
| 6 | Opening of Commercial Bids | 4 PM of 27 th December 2014 |

3. ELIGIBILITY CRITERIA

- a. The bidder shall submit Bank Draft for Rs. 10,000/- (Rupees Ten Thousand) only towards the EMD drawn in favour of PCCF, Odisha, Bhubaneswar.
- b. The bidder should be registered under Companies Act, 1956 or a registered firm and should have been providing IT Services for last **five years** as on 31st March, 2014. It is mandatory for the bidder to have a registered office in Odisha with fully operational establishment and support office for last **five years**. Necessary documentary evidence must be submitted.
- c. The bidder must possess an ISO 9001: 2008 certification. Must submit the copy of registration certificate.
- d. The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Governments/Court of Law. A declaration is to be submitted along with the bid.
- e. The Bidder should have valid PAN, Service Tax Registration and VAT Clearance Certificate. Copies of the Certificates to be submitted.
- f. The Bidder should have been registered under Employees' Provident Fund (EPF) Authority. Copy of such certificate must be enclosed as a proof.
- g. Minimum average turnover of the bidder for the last 3 financial years (FY 2011-12, 2012-13, 2013-14) ending on 31st March 2014 must be at least Rs.1 Crore. The Bidder shall submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of last three financial years (up to 31-Mar-2014) and Income Tax Returns for those years downloaded from Income Tax Department Portal

- h. The bidder must have experience in conducting at least one OMR sheet based examination system for any government department or public sector undertaking. Certificates from the concerned authorities must be submitted along with bid.
- i. Experience in conducting OMR based examination system for private companies may be considered if there will not be any eligible bidder in relation to paragraph 3.h above.

Commercial bids of bidders qualifying in the eligibility criteria will be opened. The bidder quoting lowest price will be selected for award of the job.

4. SCOPE OF WORK

- a. The designated officers namely Regional CCF/CCF, KL Circles/CCF (Training & Development) shall be conducting written test for the recruitment of Forester and Forest Guard in the forest divisions/units under their respective administrative control.
- b. Each such officer will set objective type questions in subjects like Odia and Mathematics. For each subject there will be more than one series, about 4, containing same questions but arranged in different order.
- c. There will be around 50 questions in each subject.
- d. The number of required OMR answer sheet will be notified in the forest department website "odishaforest.in" by 20th December 2014.
- e. The job of the successful bidder will be designing OMR sheet for each such officer and printing & supplying required number of OMR sheets to such officer at least one week before the date of written test scheduled to be held on 18th January 2015.
- f. After the written test, the concerned officer will hand over OMR answer sheet with answer key of each question to the successful bidder. The concerned officer will undertake sample evaluation, both through automated system and manual system, and compare the result. If the correctness of automated evaluation method is established then the successful bidder will undertake evaluation of all the answer sheets through automated system.
- g. The score of each answer sheet should get automatically printed on the body of answer sheet (OMR Sheet) itself.
- h. The successful bidder then will tabulate the results, candidate-wise and subject-wise in a format to be prescribed.

5. DOCUMENTS TO BE SUBMITTED WITH GENERAL BID

- a. Bidder's Profile (Annexure-1)
- b. Self-Declaration (Annexure-3)
- c. Representative Authorization Letter (Annexure-4)
- d. Acceptance of Terms & Conditions of the bid documents (Annexure-5)
- e. Details of OMR sheet examination system undertaken. (Annexure-2)
- f. Copies of work orders and successful completion certificates from clients

g. All documents referred to in the paragraph-3 above.

6. SUBMISSION OF COMMERCIAL BID

Commercial Bid as per the format given in Annexure-6

7. DISQUALIFICATION OR REJECTION OF BID

The bid shall be rejected at any stage on account of the following.

- a. If the bid or its submission is not in conformity with the instruction mentioned herein.
- b. If it is received after the expiry of due date and time.
- c. If it is incomplete and required documents are not furnished.
- d. If misleading or false statements/ representations are made as part of eligibility criteria.
- e. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.
- f. Canvassing in connection with Bid is illegal and strictly prohibited and the bid submitted by the Bidders, who resort to canvassing will be rejected.

8. TAXES AND DUTIES:

Taxes and duties payable will be indicated separately.

9. FORFEITURE OF EMD (BID SECURITY)

EMD submitted by the bid may be forfeited under the following conditions:

- a. If the bidder withdraws the bid before the award of the job.
- b. In the case of a successful bidder if it fails to accept award of work.

10. SEALING AND MARKING OF BIDS

The Bidder shall seal & mark various parts of the Bid as follows:

- a. General Bid shall be sealed in a covering envelope (Envelope-1) super-scribed with words "General Bids for OMR Sheet Tender"
- b. Commercial Bid shall be sealed in a covering envelope (Envelope-2) super-scribed with words "Commercial Bid for OMR Sheet Tender"
- c. Every envelope and forwarding letter of various parts of the Bid shall be addressed to:

To

The Conservator of Forests (GIS)

O/o The Principal Chief Conservator of Forests, Odisha,

Govt. of Odisha,

Aranya Bhawan,

Chandrashekharpur, Bhubaneswar-751023

d. If the envelopes are not sealed and marked as required above, Client will assume no responsibility for the Bid's misplacement or premature opening.

e. Bids sent through Telex / Telegrams / Fax / Email shall not be acceptable.

f. The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.

g. A Bidder who packs its Bid in a manner other than what has been described above, may face rejection of the Bid.

11. LATE BIDS

Any bid received by after the deadline for submission of bids prescribed only as per schedule of Events of this bid will be rejected.

12. MODE OF SUBMISSION OF BIDS

The Bids should be sent by Speed Post/Registered Post or can be dropped personally. In any circumstances the bid must reach to the office on or before last date of submission of Bid. Bids sent by Telex or Fax or E-mail mode will be rejected.

13. RIGHT TO ACCEPT/REJECT THE BID

PCCF reserves the right to either accept or reject any or all bids without assigning any reason for such action.

14. ISSUE OF WORK ORDER

The successful bidder will be notified to submit security deposit representing 20% of the estimated value of the job in shape of bank draft payable in favour of PCCF, Odisha, Bhubaneswar. Final work order will be issued on receipt of security deposit.

-Sd-
Conservator of Forests (GIS)

BID FOR OMR SHEET

BRIEF BIDDER'S PROFILE

| | | | |
|----|---|---------------------------------------|-----------------|
| 01 | Name of the Firm/Company | | |
| 02 | Year Established | | |
| 03 | Address of Registered Office | | |
| 04 | Telephone No. | | |
| 05 | Fax No. | | |
| 06 | E-mail Address | | |
| 07 | Website | | |
| 08 | Name of the Proprietor/Director | | |
| 09 | PAN number | | |
| 10 | TIN number | | |
| 11 | No. of full time personnel currently under employment | | |
| 12 | No. of years of Proven experience of providing similar Services. | | |
| 13 | Annual turnover Audited Annual Turnover in last three years | Annual turnover of the company in Rs. | |
| | | FY | Turn Over (Rs.) |
| | | 2011-12 | |
| | | 2012-13 | |
| | 2013-14 | | |
| 15 | Total no. of professional staff (in software development) as on 31-03-2014: | | |

Signature of the Bidder
Date:
Place:

BID FOR OMR SHEET

DETAILS OF OMR SHEET BASED EXAMINATION (COMPLETED)

| Sl. No. | Client Name and address | Year of completion | Project Cost (INR) (Attach WO) |
|---------|-------------------------|--------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature of the Bidder

Date:

Place:

BID FOR OMR SHEET

SELF DECLARATION

Date: _____

Ref: _____

To

The Conservator of Forests (GIS)
O/o PCCF, Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrashekharapur,
Bhubaneswar-751016

In response to the invitation No. _____, Dt: _____, I, Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date:

Place:

BID FOR OMR SHEET

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To,

The Conservator of Forests (GIS)
O/o PCCF, Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrashekharapur,
Bhubaneshwar-751016

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dtd: _____. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative's Signature

Signature attested

BID FOR OMR SHEET

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE BID

To,

The Conservator of Forests (GIS)
O/o PCCF, Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrashekharapur,
Bhubaneshwar-751016

Sir,

I have carefully gone through the Terms & Conditions contained in the Bid Document [No. _____] regarding Designing, Printing and Evaluating OMR Sheet based Examination System.

I declare that all the provisions of this Bid Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of the Bidder

Date:

Place:

COMMERCIAL BID

Annexure-6

BID FOR OMR SHEET

We M/s _____ offer the following price:

Tender Ref No: Dtd:

(Bid must submit the commercial bid in the following format in the Office Letter Head and duly signed, failing which the Bid will be cancelled)

| Sl. No. | Component | Cost (INR) per sheet* | Taxes applicable | Total Amount (in INR) |
|---------|--|-----------------------|------------------|-----------------------|
| 1 | Designing & Printing of OMR Sheet | | | |
| 2 | Evaluation of OMR Sheet and Tabulation of scores | | | |

*The cost per sheet should be written in figures.

(Signature of the Bidder)