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KERALA PUBLIC SERVICE COMMISSION

File No. ES (1)688/17/EW

Thiruvananthapuram

Dated: 09/02/2017

TENDER NOTICE

Inviting E-Tender for the supply of approximately 50 Lakhs High Quality OMR Answer Sheets for one year in the prescribed format and size with printed details for the use of Kerala Public Service Commission.

E-Tender is invited for the supply of OMR Answer Sheets in accordance with specifications for supply as shown in Annexure I.

Sl.No.	Item	Quantity	Cost of Tender Forms	EMD Fixed
1	OMR Answer Sheets	Approximately 50 Lakhs High Quality OMR Answer Sheets	5,000/-	Rs 50,000/-

The tender is to be submitted as e-tender through <https://e-tenders.kerala.gov.in>. Since this is an e-tender, only those bidders who have enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E-Tender document and other details can be obtained from the above e-portal.

Tender Schedule

- Tender No. : **ES/3/2017**
- Superscription. : **Tender for supply of OMR Answer Sheets**
- Duration of Tender. : **One year from the date of first demand**
- Document download/ sale starting date. : **14/2/2017-3 pm**
- Bid submission starting date. : **15/2/2017-3 pm**
- Document closing date. : **15/3/2017 – 3.00 pm**

Date & time of opening of e-tender. : **18/3/2017 – 3.00 pm**

Estimate Amount. : **Rs.57,50,000/-**

Cost of e-Tender & EMD (Online Payment) : As shown in above table.

All payments including EMD should be made as single payment through online.

Dates up to which the rates are to remain

Firm for acceptance : 1 year from the date of first purchase order

Performance Security. : 5% of contract value inclusive of EMD

Period of supply. : Within 15 days of receipt of supply order.

The bidder desiring to take part in the bid shall log into <https://etenders.kerala.gov.in> and then select tender and initiate payment. Bidders will be directed to the payment gateway page of the State Bank of Travancore. There are two options: -

1. State Bank of Travancore (SBT Net banking payment) and
2. Payment through NEFT/RTGS from other banks to the payment gateway of SBT.

For obtaining digital signature certificate (DSC) and necessary portal enrollment bidders can visit the website <https://etenders.kerala.gov.in/>

The e-tenders submitted by the competent dealer should definitely contain a scanned and signed copy of the declaration of product offered to supply and dealership certificate from the manufacturer.

Tenders will be opened in the online presence of each bidder or their authorised representatives who have logged in at the prescribed time of opening. If the date fixed for opening happens to be a holiday or due to net failure the tenders will be opened in the next working day at the same time.

The price of the e-tender form shall be received only through online payment – SBT/Online NEFT/RTGS from other banks.

Scanned copy of the agreement (**Annexure 2**) in the prescribed format in Kerala Stamp Paper worth Rs.200/- should be submitted online and original to the Secretary, Kerala Public Service Commission before the opening of e-tender. The rates should be quoted in Indian Currency only.

Among the tender thus received, four or five lowest quoted shall be short listed, subsequently a Committee of the Commission shall pay a visit to the press/firm in order to examine the security, capacity of printing and submit a report thereon. The Commission only on the basis of the report of the committee shall finalize the tender.

Details with respect to the e-tender and the details of specifications (Annexure-I) of the item to be supplied can be obtained from the e-tender website <https://etenders.kerala.gov.in>.

The Secretary, KPSC, Pattom, Thiruvananthapuram will scrutinize the tenders received and will take necessary action for the award of contract.

The right of acceptance or rejection of any e-tender in full or in part without assigning any reasons thereof is reserved with the Secretary.

The rules and regulations prescribed for e-tenders by the Government of Kerala shall be applicable to this e-tender also.

ANNEXURE 1

SPECIFICATION OF OMR ANSWER SHEETS

- 1). OMR Answer Sheets with 2 Barcodes, Pre-printed & Pre-bubbled Alpha Code and Laser Perforation and printed on both sides.
- 2). Size : A4
- 3). Thickness: 100 to 105 gsm.
- 4). Printing Colour: Different shades of red colours for different code string (different lots).
- 5). Type: OCR Grade Reflective.
- 6). Barcode: Two barcodes in different formats (Vertically placed barcode in Code 39 and horizontally placed barcode in Code 128) and sequence for a single unique 7-digit number. Alpha

Code should be added as eighth digit of barcode. The code 39 and Code 128 barcodes should be in different sequences.

7). Caliper : “ 0.0035 to 0.0080.”

8). Pre-check: 100% pre-checked with certification & database support.

9). Only the corresponding Alpha Code (Pre-printed, Pre-bubbled) should incorporated and placed in its correct position as shown in the specimen.

10). A laser perforation for detaching A&B Parts shall be provided and also provide **scissors** symbol, print “**cut here**” & “ഇവിടെ മുറിക്കുക” in malayalam and cut a “**V**” shaped notch at both sides of perforation for easy separation of Part A and B as shown in the specimen attached.

11). Provide sufficient space in between the digits of register number grid as in the specimen.

12). Security features to be incorporated

a). Opaque Test (Void Pantograph) The actual position of void Pantograph will be disclosed to the accepted tenderer only.

b). Microprinting (Text: “KPSC-KPSC-KPSC...”) as specified in the specimen.

c). Invisible Printing: KPSC Logo to be viewed using Ultra-Violet Lamp. The actual position of the invisible printing will be disclosed to the accepted Tenderer only

TERMS AND CONDITIONS.

1. The items to be supplied to the Office of the **Kerala Public Service Commission, Pattom, Thiruvananthapuram-**, boxes Containing OMR sheets packets to be arranged in the descending order of box number (box with last number at the bottom).

2. Each Tender should be accompanied with a packet of OMR Sheets printed as per the specifications with at least 10 Nos. of each alpha code, (A to D). Sample

Sheets to be submitted before opening tender. Tenders without sample OMR Sheets will be summarily rejected.

3. The quality of paper for printing OMR Sheets should be adhered to for each consignment.

4. On acceptance, the tenderer must enter into a contract with the Kerala Public Service Commission for the supply of the above item as per requirement for a period of one year with the rate and conditions specified in the Tender. The period of contract will be one year from the date of first purchase order.

5. The tenderer should have the facility of 100% verification before supply. If any problem of verification of the timing marks and barcodes and any rejection or break down due to imperfect OMR Sheets, the consequent damages, if any will have to be borne by the supplier. The rejected sheets, if any, should also be scanned as per the procedure followed by the Commission at our premises within a time frame fixed by the Commission failing which the damages will be realized from the supplier.

6. The printing facility of the supplier should be ISO certified.

7. The printing of Bar Codes should be of extremely high quality. All the Barcodes should be unique and tested by the supplier before it is supplied. Specimen copies of the printed OMR Sheets with Barcodes should be submitted along with the tender for assessing the quality of paper and printing. Tenders submitted with out sample OMR Sheets will be rejected. Instructions for printing sample OMR Sheets for Trial run will be issued along with Tender Forms.

8. The printing press must have the capability of printing over one lakh Barcodes in a day.

9. The payment will be made only after delivery of each consignment subject to certification by our consultants as to the quality of the materials supplied.
10. The rate quoted should be inclusive of all taxes and freight charges. All charges, taxes, duties, levies and special conditions, if any should be clearly indicated in the tender.
11. The commission reserves the right to visit the firm to assess the printing facility and security arrangements with or without prior notice.

SPECIAL CONDITIONS

1. OMR Sheets should be supplied in packets of 20 Sheets (5 Sheets of each alpha code A, B, C & D) in polythene cover. 50 such packets (1000 sheets) to be packed in cartons. Each packet & carton is to be serially numbered and label showing packet number/box number & serial number of OMR Sheets to be pasted on the packets/ cartons
2. The range of bar code of each consignment to be intimated only to the "Additional Secretary (Examination), KPSC, Thiruvananthapuram-4" confidentially in double sealed cover marked "Confidential".
3. The Format of OMR Sheet is subject to slight changes for each consignment.
4. All the Answer Sheets should be pre-checked through the scanner and a check report must be supplied along with each consignment.

5. A code string to be incorporated in the OMR sheets, at the specified position, such as “KPSC 201A-xxxxxx” where xxxxxx is a running number (Serial No.) starting from 000001.

Sd/-

Secretary

Kerala Public Service Commission.

Note:- More details can be obtained from the office of Joint Secretary, R&A Wing, Kerala Public Service Commission. Visit www.keralapsc.gov.in