

**STAFF SELECTION COMMISSION**  
**Block-12, CGO Complex, Lodhi Road,**  
**New Delhi – 110003**

**NOTICE INVITING TENDER**

Sealed tenders (Two Bids Packet) are invited from eligible firms for printing and for scanning of OMR Answer Sheets for entering into a contract for meeting the Commission's requirement for a period of one year from the date of award of work, extendable for further period up to three years on satisfactory performance on same terms, condition & rates. Tender Documents with all necessary details may be obtained from Information & Facilitation Centre of Staff Selection Commission on all working days between 11 AM to 4 PM upto 18.11.2016 and upto 12.00 noon on 18.11.2016 on payment of Rs.5000/- (Rs. Five thousand only) in the form of Bank Demand Draft/Pay Order payable to DDO, Staff Selection Commission at New Delhi. The cost of tender document is non-refundable. The last date for submission of completed tender documents is 18.11.2016 before 1.00 P.M, the same will be opened by the Tender Opening Committee on the same day at 04.00 P.M..

The Notice inviting tender and the tender document are also available on website <http://ssc.nic.in> or [www.eprocure.gov.in](http://www.eprocure.gov.in) and can be downloaded from the websites. However, such firms who submit tender by downloading it from website will have to submit a Bank Demand Draft/Pay Order of Rs.5000/- (Rs. Five thousand only) each in favour of "DDO, Staff Selection Commission(HQ), New Delhi" towards the cost of tender documents along with the technical bid, failing which the tender will summarily be rejected.

(H.L. Prasad)  
Under Secretary(G)

## **STAFF SELECTION COMMISSION**

### **TENDER FOR PRINTING, SUPPLY & SCANNING OF OMR SHEETS**

A	Tender No:	
B	Closing Date & Time of Submission of Technical Bid & Financial Bid:	18.11.2016(1:00PM)
C	Due date & time of opening of Technical Bid:	18.11.2016 (4:00 PM)
D	Cost of Tender Form	Rs. 5,000/- (Rupees Five thousand only)

#### **IMPORTANT CONDITIONS:**

- I) Tender should be submitted in the prescribed format only.
- II) Each page of the Tender Document should be serially numbered.
- III) All documents should be legible and clear.
- IV) Each page should be authenticated by the signature of authorized signatory and company seal.
- V) Submission of false/forged documents would lead to black listing of the company without prejudice to penal action.

**NON COMPLIANCE OF ANY OF THE ABOVE INSTRUCTIONS WOULD LEAD TO SUMMARY REJECTION OF THE BID.**

#### **SCOPE OF WORK:**

1. Printing and supply of Answer Sheets readable on OMR/ICR system and in the format (specification & design) decided by the Commission and delivered at the Commission's premises or to its representative(s) within the schedule prescribed by the Commission from time to time, packed in the manner as detailed in the tender documents.
2. Scanning/processing of OMR Answer Sheets in the premises of the Commission i.e., in Block No.12, CGO Complex, Lodhi Road, New Delhi-110003, for which purpose the company/firm shall set up a Bureau in the said premises and bring minimum **three sets of Scanners – each set having two OMR scanners for double scanning and 01 or 02 image scanners**) each OMR scanning machine having a speed of processing not less than 5000 (five thousand) answer sheets per hour and image scanning machine(s) with sufficient speed of image scanning to achieve the output of 5000 sheets per hour.

3. Depending upon the volume of OMR sheets to be scanned and the schedule given by the Commission, the number of machines to be deployed may need to be increased from examination to examination, as per Commission's requirement.

4. The whole scanning activity in respect of each assignment will be completed within the period stipulated by the Commission.

5. The scanning machines should:

- (a) Capture mark sense (bubbles, checks, tick marks);
- (b) Discriminate between smudges and erasures, and valid marks;
- (c) Capture images of entire answer sheets, both sides.
- (d) The data so prepared has to be 100% error free.
- (e) The machine should be heavy duty, capable of working at least for 8 hours a day.
- (f) The captured data will be stored in database. A complete image of the form will also be stored in the database. The image of the answer sheet and its data/result etc. is to be linked for quick and easy retrieval for rectifying mismatches & other errors and uploading on the website as per the requirement of the Commission.
- (g) Any kind of data discrepancy shall be sorted out by the firm using the scanned image in the presence of Commission's representative(s), or by using any other appropriate method in consultation with the Commission.
- (h) The firm 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.
- (i) The firm 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.

6. **EARNEST MONEY:** Rs. 3,00,000/- (Rupees Three lakhs only) to be submitted with Technical Bid.

7. **Contract Performance Security:** Rs. 6,00,000/- (Rupees Six lakhs only or 10% of the contract value whichever is higher).

8. **List of Annexures:**

- (a) The instructions to Tenderer, Pre-qualification Criterion (PQ), Schedule of Requirement with Specification and Evaluation Criterion and Conditions of Contract are given **in Annexure-I.**
- (b)** Price schedule is at Annexure-II
- (c) Undertaking to be given by the Tenderer is at Annexure-III
- (d) Proforma of Bank Guarantee for Bid Security (Earnest Money) is at Annexure-IV
- (e) Proforma for Bank Guarantee Bond for Performance Security (Security Money) is at Annexure-V.
- (f) Check List of documents to be submitted with Technical and Commercial Bids – Annexure-VI.

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**INSTRUCTIONS TO TENDERERS, PRE-QUALIFICATION CRITERIA (PQ),  
SCOPE OF SUPPLY WITH SPECIFICATION, EVALUATION CRITERION AND  
TERMS & CONDITIONS OF PRICE AGREEMENT**

**1. Sale of Tender documents**

Tender Documents may be obtained from Information & Facilitation Centre of Staff Selection Commission on all working days between 11 AM to 4 PM on or before 18.11.2016 and upto 12 noon on 18.11.2016 on payment of Rs.5000/- (Rs. Five thousand only) in the form of Bank Demand Draft/Pay Order payable to : “DDO, Staff Selection Commission(HQ), New Delhi”.

The Tenderers who submit their tender on documents downloaded from website <http://ssc.nic.in> or [www.tenders.gov.in](http://www.tenders.gov.in) ( [www.eprocure.gov.in](http://www.eprocure.gov.in)) will have to submit a Bank Demand Draft/Pay Order/Indian Postal Order of Rs.5000/- (Rs. Five thousand only) payable to “DDO, Staff Selection Commission(HQ), New Delhi” towards the cost of tender document along with the **Technical Bid**, failing which the tender will be summarily rejected.

**2. Pre-Qualification Criterion (Eligibility Criterion):**

2.1. General: The Tenderer should have a minimum average turnover of Rs. two Crore per year as per audited accounts in each of the last three accounting years (2012-13, 2013-14 & 2014-15) for the work. Without the above turnover, the bid will not be considered.

**2.2. Printing, Supply & Scanning of OMR Sheets:**

2.2.1. The bidder should have printed & supplied at least **seventy five lakh** OMR sheets to Recruiting agencies and Educational Institutions for any two years in a block of last three years i.e. 2012-13, 2013-14 & 2014-15.

2.2.2. Minimum printing capacity of 1,00,000 sheets per day.

2.2.3. The bidder should be capable of bringing at least three sets of scanning machines, each set having a processing capacity of not less than 5,000 sheets per hour for double Scanning of the OMR Sheets and image scanning. One set means two scanners for OMR scanning with a minimum speed of 5000 sheets per hour (double scanning) and one or two image scanners of sufficient speed of scanning to achieve the output of 5000 sheets per hour.

2.2.4. The bidder should have successfully undertaken the task of scanning the OMR sheets with the organizations as mentioned above for at **least 20 lakh sheets** for any two years in a block of last three years i.e. 2012-13, 2013-14 & 2014-15

2.2.5. The bidder should submit a certificate of satisfactory performance of similar work from the organizations for whom they have undertaken the work as mentioned in para 2.2.1 and 2.2.4 clearly indicating the quantity of work and the period of undertaking the work.

2.2.6. The Tenderer bidding for the works should submit proof of availability “proof must be by way of ownership/ hiring/ leasing or any other suitable mechanism to the satisfaction of the Commission”.

3. Scope of Supply, Delivery Schedule and terms & conditions are as under:

**3.1 Scope of Supply with specification:**

(i) Printing & supply of OMR (100 GSM) Answer Sheets with delivery at the Commission's premises or to the Commission's representatives and in such quantities as advised by the Commission, readable on OMR (100 GSM)/ICR system in the format [specification & design] decided by the Commission and delivered in the packing as specified by the Commission. The sheets should be pre scanned. The tenderer may note that the OMR Answer Sheets so supplied should be capable of being scanned without any problem.

(ii) Scanning of OMR sheet along with image, as specified by the Commission from time to time with each set having a capacity of processing not less than five thousand (5,000) answer sheets 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.

**Note 1:** The quantities may vary. However, it is estimated that the Commission will be utilizing 1,00,00,000 OMR (100 GSM) sheets approximately, 60% of which are likely to be scanned.

**Note 2:** The Tenderer may note that the above quantities are indicative and the Commission does not guarantee any minimum quantities.

#### 4. Submission of Bid

The Tenderer shall submit the sealed bid containing two separate sealed covers one each for technical & financial bid, as prescribed below addressed to "The Under Secretary (Gen), Staff Selection Commission latest by 1.00 PM on or before 18.11.2016 in the tender box kept at Room No. 706 , 7<sup>th</sup> Floor of the office. SSC will not be responsible for any delay in receipt of bids. Any bids received after the closing date and time shall not be entertained. In case closing date of submission of bid happens to be a holiday due to unforeseen circumstances, the bids will be received and opened on the next working day at the same time.

(1) The first sealed cover should contain:

- (i) Undertaking in Annexure-III regarding confirmation of understanding the Scope of supply, specification and other terms & conditions mentioned in **para 2 & 3** mentioned above and details of procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms, penalty clause and confirmation of validity of Financial Bid for 60 days from the date of opening of tender.
- (ii) A list of Scanners and Printing machinery available with the bidder clearly indicating the speed capacity of each machine..
- (iii) Bid Security (Earnest Money) of Rs.3,00,000/- (Rupees Three lakhs only) in the form of a Bank Draft/Pay order payable to the DDO, Staff Selection Commission (HQ), New Delhi or in the form of Bank Guarantee.
- (iv) Copies of Income Tax returns and audited accounts of last three accounting years 2012-13, 2013-14 & 2014-15.
- (v) A list of similar work undertaken in two years in a block of last three years i.e. 2012-13, 2013-14 & 2014-15 for printing and supply of OMR Answer Sheets and scanning executed by the Tenderer (\*Firm) for any Educational Institutions or Recruiting agencies. Copies of work completion certificates mentioned in the list should also be attached.
- (vi) (vii) The envelope should be superscribed "Technical Bid for Printing and Scanning of OMR Answer Sheets". The technical quotations will be opened by TEC (Technical Evaluation Committee). The tender will be opened by the Tender Opening Committee in Room No. 706 in the presence of the tenderers who may like to be present.

(2) The second sealed cover should contain:

The “Financial Bid” and a photocopy of the Pay Order/Demand Draft/Bank Guarantee as Earnest Money deposited with the Technical Bid. The envelope should be superscribed “Financial Bid for printing and scanning of OMR Answer Sheets”.

The “**Financial Bid**” would be opened only of those tenderers whose Technical Bids are found to be in conformity with pre-qualification criterion of the tender and found to be capable of undertaking the work. The date and time of opening of Financial Bids will be intimated to the shortlisted tenderers in due course.

## 5. **Validity of Bids**

The Tenderers shall keep the “Financial Bid” valid for acceptance for minimum period of **60 days** after the last date for receipt of the Bids.

## 6. **Bid Security (Earnest Money):**

Bid Security (Earnest Money) of Rs.3,00,000/- (Rupees Three lakhs only) shall be deposited in the form of a Demand Draft/Pay order payable to the DDO, Staff Selection Commission (HQ), New Delhi with the **Technical Bid**, failing which the bid will be summarily rejected. No exemption would be permitted from submission of Bid Security under any circumstances. The bank guarantee from any Scheduled Banks of India approved by RBI in the prescribed form as per Annexure-III will also be accepted as Bid Security. Bids **without** Bid Security will be summarily **rejected**. The Bid security shall be kept valid for a period of 60 days beyond Financial Bid validity period. If a tenderer withdraws or amends the bid in any respect within the validity period or fails to enter into a contract or award of work, Bid security will be forfeited.

### 6.1 **Evaluation of Bids (Ranking criterion):**

- (i) The tenderer shall quote all inclusive rate of each item mentioned in para 3.1 separately in **Price Schedule as per Annexure-II**, clearly indicating Excise duty, Service Tax, Sales Tax and VAT, if any. The Price Schedule shall be kept in second sealed cover, superscribed “**Financial Bid**”.
- (ii) Financial Bid would be opened only in respect of tenderes who qualify in the technical bid.
- (iii) The tenderer shall quote **per sheet** (two pages back to back) rate for printing work and double scanning and image scanning **per sheet** (two pages back to back) for scanning work.
- (iv) The Commission may award the contract to the tenderer who has quoted



the lowest composite rate for printing, supply and scanning of OMR sheets. However, the Commission reserves the right to award the contract for printing & supply of OMR sheets and scanning to the same vendor or to two different firms by entering into separate contracts for printing & supply and scanning.

## **7. Contract Performance Security (Security Deposit):**

7.1. The firm/firms entering into a contract for performance of the Work Agreement will be required to deposit Contract Performance Security (Security Money) of Rs.10,00,000/- or @10% of the value of Price Agreement, whichever is higher by furnishing a demand draft or Fixed Deposit Receipt issued by a Scheduled Bank approved by RBI drawn in favour of DDO, Staff Selection Commission (HQ), New Delhi. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Scheduled Bank as per **Annexure-IV**.

7.2. Security deposit will be retained by the Commission till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the security deposit 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.

## **8. Delivery Schedule:**

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. Tenderers 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 Tenderer will have to ensure that there is no mix up of material or delay in respect of multiple examinations.

## **9. Payment Terms:**

9.1. Payment for printing and supply of OMR (100 GSM) answer sheets and their scanning/processing would be made by the Commission in the following manner:-

9.1.1. **For printing and supply of OMR (100 GSM) answer sheets:** Commission may, at its discretion, release part-payment which may not exceed 90% (ninety per cent) of the value of the work awarded, within 30 (thirty) days of receipt of the full material / supply as per specification and quantity ordered by the Commission. The balance payment of 10% or more, as the case may be, shall be released by the Commission, within 30 (thirty) days of conduct of the examination concerned.

9.1.2. **For scanning and processing of the OMR (100 GSM) answer**

**scripts:**

Commission may, at its discretion, release part-payment of 70% of the amount of the bill for scanning and processing of the OMR (100 GSM) answer sheets, within 2 weeks of the completion of the scanning/scoring of answer sheets by the OMR (100 GSM) machines and the balance of 30% on the completion of the entire work to the satisfaction of the Commission.

10. **Penalty Clause:**

**(a) Printing:**

- (i) For each day of delay beyond one day of the scheduled date of completion upto Rs.5000/- per day.
- (ii) For missing sheets/mistakes in numbering, or problem in scanning etc. and any other mistake/error, not specifically including herein-upto - Rs.100 per sheet.
- (iii) The tenderer will also be liable to compensate the Commission for any extra expenditure or cost (actual or nominal) caused due to any mistake/error as indicated above.

**(b) Scanning:**

- (i) For each day of delay beyond one days of the scheduled date of completion upto Rs.10,000/- per day.
- (ii) For mistakes exceeding one in 1,00,000 sheets upto Rs.1000/-per sheet.
- (iii) The tenderer will also be liable to compensate the Commission for any extra expenditure or cost (actual or nominal) caused due to any mistake/error as indicated above

**Note: The term “Scanning” in this clause will also mean and include reports, data and images as prescribed by the Commission.**

11. **Other Terms & Conditions:**

- (i) Printed Terms and conditions of the tenderers 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 SSC 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 firm 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 contract shall be for a period of one year which may be extended for a further period of three years on the same terms & conditions at the option of SSC on satisfactory performance.

(vii) The SSC reserves the right to terminate the contract at any time if it is satisfied that the firm has failed to fulfill its obligations as per the terms & conditions contained in the Price Agreement. The decision of the SSC in this regard would be final and binding.

## **12. Arbitration:**

In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Gazetted Officer appointed by Chairman, Staff Selection Commission.

(H.L. Prasad)  
Under Secretary(G)

**PROFORMA FOR FINANCIAL BID**  
 (To be put in the cover for Financial Bid.)  
**Details of the rate Quoted**

Sl No.	<b><u>Description of work</u></b>	<b><u>Amount (Rs.)</u></b>
01	<p><b><u>Per OMR</u></b> (100 GSM) Answer Sheet printed on both side, As per design &amp; specification given by SSC, &amp; in accordance with packing instruction given below:</p> <p><b><u>PACKING INSTRUCTIONS:</u></b> “The Firm will also ensure that the answer sheets are packed in bundles of twenty four or as specified by Commission in a polythene envelope and then six no. of such envelope should be bundled separately. The box containing OMR sheets to be sealed with tamper proof proper seal, a specimen of which should accompany the invoice / bill. A label indicating the serial number of the OMR (100 GSM) sheets kept in the envelope must be pasted on the envelope. 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.</p>	
02	Per OMR (100 GSM) Answer Sheet (double scanning) with image scanning and furnishing of outputs as may be specified for each project.	
03	Composite rate of printing, supply and scanning per OMR Sheet as per sl. No. 1 & 2 above.	

Signature of authorized person

Full Name

Seal

Darte:

Place:

Note: The rate quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract, which may be indicated with appropriate break-up.

### **ANNEXURE-III**

#### **UNDERTAKING BY THE TENDERER**

- (i) I declare that I have gone through the Instructions to Tenderers, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criterion and Terms & Conditions of Price Agreement contained in Annexure - I and I shall abide by these conditions.
- (ii) I also confirm the validity of Financial Bid containing the Price Schedule (Annexure-II) has been kept for a period of 60 days from the due date of opening of Technical Bid.

**Signature of Tenderer**

**PROFORMA OF BANK GUARANTEE FOR BID SECURITY**

(ON NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE)

Ref.....

Date .....

Bank Guarantee No.....

To

**THE PRESIDENT OF INDIA  
Acting Staff Selection Commission,  
Block-12, CGO Complex, Lodhi road,  
New Delhi.**

Dear Sir,

In accordance with your invitation to tender No..... due on  
..... for supply of ..... M/s..... hereinafter called  
the tenderer with the following Directors on their board of Directors/Partners of  
the firm.

Wish to participate in the said tender for the supply of..... As A  
Bank Guarantee against Bid guarantee for a sum of .....

(in words and figures) valid for (105)\* one hundred and five days from the date of  
opening of tender required to be submitted by the tenderers as a condition for the  
participation, this bank hereby guarantees and undertakes during the above said  
period of (105)\* one hundred and five days to immediately pay on demand by Staff  
Selection Commission, the amount.....(In words and figures) to the  
Staff Selection Commission, Block-12, CGO Complex, Lodhi Road, New Delhi, and  
without any reservation and recourse if

- (i) the tenderer after submitting his tender, modifies the rates or any of  
the terms and conditions thereof except with the previous written  
consent of the purchaser; or
- (ii) the tenderers withdraw the said bid within 60 days after opening of  
bid; or
- (iii) the tenderers having not withdrawn the bid, fails to furnish  
Performance Guarantee Bond (Security Deposit) within the period  
provided in Price Agreement.

This guarantee shall be irrevocable and shall remain valid up to  
4.00 PM on ..... If further extension to this guarantee is

required, the same shall be extended by such required period on receiving instructions from M/s..... on whose behalf this guarantee is issued.

**Date:**  
**Place:**

**Signature**  
**Printed Name**

**Witness**

**(Designation)**

(Bank"s common seal)

## ANNEXURE-V

### **PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY**

Ref.....

Dated.....

To

THE PRESIDENT OF INDIA,  
Acting Staff Selection Commission,  
Block-12, CGO Complex, Lodhi Road,  
New Delhi.

1. Against Price Agreement concluded by the advance acceptance of the tender No..... dated..... covering supply of ..... (hereinafter called the said contract), entered between the President of India and .....(hereinafter called the „Contractor“), this is to certify that at the request of the contractor We.....(Bank) are holding in trust in favor of the President of India, the amount of ..... (Write the sum in words) to indemnify and keep indemnified the President of India (Govt. of India) against any loss or damage that may be caused to or suffered by the President of India (Govt. of India) by reason of any breach by the contractor or any of the terms and conditions of the said contract and the performance thereof. We agree that the decision of the President of India (Govt. of India), whether any breach of any of the terms and conditions of the said contract and in the performance thereof has been committed by the contractor and the amount of loss or damage that has been caused or suffered by the President of India (Govt. of India) 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 President of India (Govt. of India).
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 fulfillment in all respects of the said contract by the Contractor, i.e. till ..... (for a period of one year from date of Price Agreement), 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 President of India (Govt. of India) before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the President of India (Govt. of India).
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 President of India (Govt. of India).

4. We undertake to pay to the Government any money so demanded notwithstanding any disputes raised by the Contractor 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 President of India (Govt. of India) 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 contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the President of India (Govt. of India) 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 Contractor or for any forbearance and omission on the part of the President of India or any other indulgence by the President of India to the said Contractor or by any other matter or thing what –so-ever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or Contractor.

Date

Signature

Place

Printed Name

Witness

(Designation)

(Bank's common seal)

## **Annexure VI**

**Documents to be attached with Technical Bid (strictly in the following order).**

<b>Sl. No.</b>	<b>Description of Document</b>	<b>Page No.</b>
01	Covering Letter	
02	Company Profile	
03	Proof of payment of Tender Form Fee	
04	Cover containing DD /Bank Guarantee for Earnest Money	
05	Undertaking in Annexure III	
06	List of OMR Scanners / Image Scanners with their speed capacity /hour	
07	Details of list of Printing machinery with their printing capacity/ day	
08	Proof of availability of OMR /Image scanners and printing machinery	
09	Income Tax Returns for 2012-13, 2013-14, and 2014-15,	
10	Audited Accounts for 2012-13, 2013-14, and 2014-15,	
11.	Details of work done for Printing, Supply and Scanning of OMR Sheets done during two years in a block of last three years i.e. 2012-13, 2013-14, 2014-15, to Recruiting Agencies /Educational Institutions	
12.	Certificate of satisfactory completion of work in respect of Sl. No. 11 above.	
13.	Tender Forms (duly signed and authenticated).	

**The Bid should contain documents only for the relevant period.**  
**Documents to be attached with Financial Bid (strictly in the following order)**

- 1. Financial Bid in the prescribed format.**
- 2. Photocopy of Pay Order /DD/ Bank Guarantee for payment of Earnest Money.**