



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM (IISER-TVM)
MARUTHAMALA P.O, VITHURA
THIRUVANANTHAPURAM-695 551**

NOTICE INVITING TENDER FOR CONDUCTING EXAM OF JEST-2019

Advt.No.IISER(T)/Acad/04(3)/2018-19

December 3, 2018

Sealed Tenders are invited by Co-ordination Committee-JEST-2019 (herein after referred to as CC-JEST-2019) under two bid systems (Technical and Financial) for service that includes printing & distribution of question papers, OMR answer sheets that includes printing, distribution, collection, evaluation and preparation of result sheets for Joint Entrance Screening Test-2019 (JEST-2019).

1. The address and contact numbers for seeking clarifications regarding the Tender Notice are given below:

The Coordinator- JEST 2019

**Indian Institute of Science Education and Research Thiruvananthapuram
(IISER-TVM)**

Maruthamala P.O, Vithura Grama Panchayath

Thiruvananthapuram-695 551

Ph:0471-2778132/2778058

Email id: jest2019@iisertvm.ac.in

2. This Tender Notice is divided into five parts as follows:
 - a. **Part I:** General information contains instructions for the Bidders such as the time, place of submission and opening of tenders, Validity period of tenders, Delivery Period, Mode of Delivery and consignee details etc.
 - b. **Part II:** Schedule of Requirements contains essential details of services required.
 - c. **Part III:** Standard Conditions of Tender Notice contains Standard Conditions which will form part of the contract with the successful bidder.
 - d. **Part IV:** Contains Technical Bid Format & Qualification Criteria.
 - e. **Part V:** - Contains Evaluation Criteria and Format for Price Bids.

3. The firm should pay EMD of Rs.30,000/- (Rupees Thirty thousand only), which can be deposited by way of fund transfer to IISER JEST 2019 ACCOUNT No.0745104000095035, IFSC Code: IBKL0000745 (IDBI Bank, Ulloor Branch, Thiruvananthapuram). Quotes received without a copy of transaction slip / debit advice for the EMD amount transferred will be summarily rejected. The EMD should be kept in a separate cover clearly mentioning the Tender Notice No. on the envelope and submitted along with the Tender documents.
4. This Tender Notice is being issued with no financial commitment and CC-JEST-2019 reserves the right to change or vary any part thereof including quantity at any stage. CC-JEST-2019 also reserves the right to withdraw the Tender Notice, should it become necessary at any stage.

Coordinator, JEST-2019

PART I: GENERAL INFORMATION

1. **Last date and time for submission of the Bids:** 21.12.2018 upto 15.00 hrs.
2. **Manner of depositing the Bids:** Two Bid system. The Technical and Financial bids will be submitted in separate envelopes, duly sealed and super scribed as 'Technical Bid' on the envelope containing Technical bid and 'Financial Bid' on the envelope containing Financial bid. Both the envelopes and the EMD envelope should be contained in an outer envelope with full address of the addressee, Tender Notice No and the tender opening date clearly mentioned on it. **Submission of Tenders without EMD will be summarily rejected.**
3. **Time and date for opening of Bids:** - Technical Bid will be opened on 21/12/2018 at 16.00 hrs. Schedule of opening of financial bid will be intimated to the successful qualified bidders whose offer is considered technically acceptable.
4. **Place of opening of the Bids:** IISER Thiruvananthapuram, Maruthamala P.O, Vithura
5. **Modification and Withdrawal of Bids:** No bid shall be modified after submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of the bid validity specified. Withdrawal of bid during this period will result in Bidder's forfeiture of EMD.
6. **Clarification regarding contents of the bids:** During evaluation of bids, the CC-JEST-2019 may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing/email and no change in prices or substance of the bid will be sought, offered or permitted. No post bid clarification by the bidder will be entertained.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tender and submission of Tenders without EMD will be summarily rejected.
8. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs.30,000/- (Rupees Thirty thousand only) kept in a separate cover clearly mentioning the Tender Notice No. on the envelop and submit it along with the Tender documents. The EMD to be deposited by way of fund transfer to IISER JEST 2019 ACCOUNT No.0745104000095035, IFSC Code: IBKL0000745 (IDBI Bank, Ulloor Branch, Thiruvananthapuram). EMD of the unsuccessful bidders will be returned/transferred to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee (5% of the work order value) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

9. **Validity of Bids:** The Bids should remain valid till 90 days from the last date of submission of the Bids i.e. from the last date of submission/date of opening of technical bids.
10. **Delivery Period:** Delivery period for supply of items will be finalized in consultation with the successful bidder. Please note that Contract can be cancelled unilaterally by the CC-Jest-2019 in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the CC-JEST-2019, with applicability of LD clause.
11. **Consignee details:** The Coordinator-JEST-2019, Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM), Maruthamala P.O, Vithura, Thiruvananthapuram-695 551. Phone:0471-2778132.

PART II - SCHEDULE OF REQUIREMENTS

1. Test material printing, supply and evaluation

- a. The agency shall maintain utmost confidentiality and ensure security till completion of examination process on end-to-end basis.
- b. Sets of Question Papers for JEST-2019 will be provided by CC-JEST-2019. Content for print ready Question paper will be handed over to authorized representative of the agency in person by single point of contact of CC-JEST-2019. Timeframes for printing of question papers shall be mutually agreed upon. Format of question paper shall be as prescribed by CC-JEST-2019. No editing or formatting would be done by the agency.
- c. The agency shall print and supply the requisite number of question papers under each set as specified by CC-JEST-2019. Question papers should be printed (NO PHOTOCOPYING) on good quality white paper (thickness- 80 GSM). Each question booklet shall contain nine blank sheets for rough work.
- d. Question paper to be prepared with an adhesive seal so that candidates do not open the same before the start of exams.
- e. The series of question paper should be printed on the top as well as on each page of the question booklet and a unique test booklet number should also be printed/stamped on the front page of each question booklet. Provision for name, discipline and roll number of the candidate is to be provided on the first page of the question paper.
- f. Zero error should be ensured for carrying out page setting and final printing.
- g. The agency shall also design, print and supply minimum 20,000 number of carbon less Duplex OMR answer sheets of A4 size as per the template provided by CC-

JEST-2019. Marking option shall be only by using ball point pen with black/blue refills and no other type.

- h. Each OMR answer sheet will have unique running serial number and provision for question paper booklet serial number to be entered on it.
- i. The OMR sheet is to be printed on good quality (100 GSM minimum) paper.
- j. Sample OMR sheet is to be submitted to CC-JEST-2019 for approval, tried and validated for reading without error.
- k. The agency shall also print and supply attendance sheet with candidates photograph and signature.

2. PRE WRITTEN TEST ARRANGEMENTS

- a. Exam administration and invigilation will be carried out by CC-JEST-2019. The agency shall deploy its representative as support staff at each exam centre, who shall be present for the entire duration of the exam to co-ordinate activities at the Centre linked to overall exam delivery process but not directly related to exam administration.
- b. Written test will be held in following cities :

1. Ahmedabad	10. Delhi (5 Centres)	19. Kolkata (2 centres)	30. Sambalpur
2. Aligarh	11. Goa	20. Kozhikode	31. Silchar
3. Allahabad	12. Guwhati	21. Madurai	32. Siliguri
4. Bangalore	13. Hyderabad	22. Mangalore	33. Srinagar
5. Bardhaman	14. Indore	23. Mumbai	34. Trivandrum
6. Bhopal	15. Jaipur (2 centres)	24. Nagpur	35. Udaipur
7. Bhubaneswar	16. Kanpur	25. Nainital	36.
8. Chandigarh	17. Kharagpur	26. Patna	Vishakhapatnam
9. Chennai	18. Kochi	27. Pune (2 centres)	
		28. Raipur	
		29. Roorkee	

- c. Exam materials must be packed in two packets as given below: (Each Centre)

Venue Kit:

1. Photo OMR Attendance Sheet
2. Roll Number Stickers
3. Candidate Database Copy
4. A3 Notice Board & Class Room Placards
5. Ziplock envelope 1 per 100 OMRs, 2 Zip lock envelopes for the attendance of Physics & Theoretical Computer Science (TCS)

6. White cloth bags (should be in a capacity of keeping 400 OMRs) for Physics & TCS OMRs and Attendance Sheets
7. Blue cloth bags for TCS Question Booklet (used) (with capacity of 50 Question Booklets each)
8. Green Envelope A3 Size (2 Nos.)
9. Brown Tape & Small Carton Box (to return the OMRs, attendance & forms)
10. Cutter (1 No.)
11. Instructions for Centre-in-charge
12. Instructions for Invigilators
13. Form-I-Certificate of Opening of QP Box
14. Form-II- Details of Attendance of Candidates
15. Form-III- Details of Special Candidate
16. Form-IVA-Invigilators Feedback Form (Physics) IVB-Invigilators Feedback form (TCS)
17. Form V-Application for change of subject
18. Form VI-Consolidated Attendance

Test Materials: (Each Centre)

1. Physics QP Booklet (each sealed packet should have 24 booklets which are pre-arranged to follow the sequence A,B,C,D)
 2. Physics OMR Answer Sheet (each sealed packet should have 24 sheets)
 3. TCS QP Booklet (each sealed packet should have 10 booklets)
 4. TCS OMR Answer Sheet (each sealed packet should have 10 sheets)
- d. All the above materials shall be suitably packed in polythene packets and further in carton boxes venue wise. The agency shall ensure that no packets get missed out or misplaced and adopt secure packing modes to negate the possibility of pilferages.
- e. Each box shall be sealed with color code for easy identification. The coloring shall be unique to denote the discipline and set of question papers.
- f. The agency shall deliver the above materials at the respective venues in the prescribed date & timings.
- g. The above set of materials are to be handed over to the representatives of CC-JEST-2019 at their respective venues **one day in advance (Forenoon of 16.2.2019)**. Failure in delivering question papers by the scheduled date & time at any venue may attract penalties and / or arranging conduct of exam in the venue at bidder's cost. Penalty will be imposed for delayed delivery of question paper and OMR sheets beyond the scheduled time for handing over. Without prejudice to other remedies available the penalty will be as given below.

3. Penalty to the extent as indicated below may be imposed for delayed delivery of question paper and OMR sheets.

- a. The penalty unit value will be determined as per proportionate amount of contract value for each applicant allotted to the Centre compared to the total number of applicants appearing for the examination.
- b. The amount of total recovery value of penalty (25%/50%/75%/100%) due to delayed delivery of examination materials will be decided based on the product of number of candidates in a Centre & affected with the unit value.
- c. The decision of Inspecting Officer (Representative of CC-JEST-2019 with due authorization to report at venue) at the venue from CC-JEST-2019 will be final in deciding extent of delay.

4. POST WRITTEN TEST ARRANGEMENTS

- a. The agency should ensure collection of unused Question Papers, both used and unused OMR sheets and attendance sheets from all test venues, immediately after the conclusion of the written test.
- b. For some of the disciplines descriptive written examination may also be conducted. A separate set of question paper with adequate space in the question paper for descriptive answers will be provided. In such case, the question papers relevant to descriptive portion of written examination should also be collected.
- c. The agency will be required to make arrangements for suitably packing OMR answer sheets and question papers relevant to descriptive portion of written examination in polythene packets and further in carton boxes in the presence of representatives of CC-JEST-2019 at the respective venues. The agency shall ensure that no packets get missed out or misplaced and adopt secure packing modes to negate the possibility of pilferages.
- d. All the OMR answered response sheets and descriptive question paper cum answer sheets shall be sent to IISER-Thiruvananthapuram for further processing.
- e. Scanning and Evaluation of OMR Sheets (including images of OMR sheets) shall be done at IISER-Thiruvananthapuram in the presence of CC-JEST-2019 (to be intimated at suitable time after order is placed).
- f. Double scanning is recommended to ensure 100% accuracy.
- g. Descriptive answers will be evaluated by CC-JEST-2019 and marks will be provided to the agency.
- h. The agency shall compute marks (including marks for descriptive written examination wherever applicable) and create excel data files with two printout as per format approved by CC-JEST-2019.

- i. Forwarding of the following documents/ information to CC-JEST-2019:
 - Soft copies of flat files of scan responses, soft copies of answer keys and softcopies of merit list discipline wise indicating number of correct responses, incorrect responses and un-attempted questions in two separate Compact Disc - Read Only Memory (CD - ROM) along with a covering letter duly signed by the authorized person.
 - One hard copy of the marks of all the candidates discipline wise, to the Coordinator, Co-ordination Committee-JEST-2019, in a sealed cover duly signed.

5. SOME IMPORTANT POINTS TO NOTE

- a. Security, confidentiality and professional integrity are the utmost requirement of the job.
- b. There should be zero failure in all stated and implied activities on the part of the agency. In case of failure, the agency may need to bear the entire expenditure for re-conducting the exam or part thereof as the case may be.
- c. It is the responsibility of agency to define precisely to ensure that any agency / staff involved in the process are provided with the knowledge and understanding to properly carry out the activities required and to ensure the integrity and prudence as applicable for an employee engaged in delivering public service with reliability and trust.
- d. If any individual approaches the agency seeking unwarranted information regarding the examination, the matter may be immediately reported to CC-JEST-2019.
- e. The agency shall not interact with media or any other third party on any matter related to the project.
- f. Any information, data and records related to the service shall not be disclosed or rented or lent to any third party.
- g. After contract is concluded, further details will be worked out mutually in the interest of timely execution of the job with utmost confidentiality.

6. TIME SCHEDULE TO CARRY OUT THE EXAMINATION ACTIVITIES

Activity	Time-line from date of Placement of Supply Order
Printing and packaging of Question papers and OMR sheets on receipt of information regarding number of candidates registered discipline wise and venue wise	will be finalized in consultation with the successful bidder
Delivery of Question papers and OMR sheets at different venues	FN of 16.2.2019
Date of Examination	17.2.2019
Collection of Question Papers and OMR sheets (Answer Sheets) from all test venues, immediately after the conclusion of the written test	17.2.2019
Scanning of Answer Sheets in presence of CC-JEST-2019	To be mutually decided
Evaluation & forwarding of result of the written test in the specified form	To be mutually decided

PART III: STANDARD CONDITIONS OF TENDER NOTICE

The Bidder is required to give confirmation of their acceptance of the Standard Conditions mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Agency) as selected by CC-JEST-2019. Failure to do so may result in rejection of the Bid submitted by the Bidder.

- 1. Liquidated Damages:** In the event of the Agency's failure to submit the Bonds, Guarantees and Documents and supply the Services/goods, etc, as specified in this contract and that agreed upon in the agreement/work order. CC-JEST-2019 may, at its discretion, withhold any payment until the completion of the contract.
- 2. Termination of Contract:** CC-JEST-2019 shall have the right to terminate this Contract in part or in full in any of the following cases:-
 - a. The delivery of the material is delayed for causes not attributable to Force Majeure after the scheduled date of delivery.
 - b. The Agency is declared bankrupt or becomes insolvent.
 - c. The delivery of material is delayed due to causes of Force Majeure.
- 3. Performance Guarantee:**
 - a. The Bidder will be required to furnish a Performance Guarantee by way of Demand Draft / Banker's Cheque / FDR / Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 5% of the contract value within 10 days of receipt of the confirmed order. Performance Bank Guarantee should be valid for a period of 6 months from the date of work order.
- 4. Payment Terms:**
 - a. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through NEFT/RTGS mechanism.
 - b. 100% payment within 30 days on satisfactory completion of entire process.
 - c. No advance payment will be made in any circumstances.

5. Risk & Expense clause:

- a. Should the Services or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the Services or any installment thereof, the CC-JEST-2019 shall after granting the Agency time to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
- b. In case of a material breach that was not remedied within the time granted, the CC-JEST-2019 shall, having given the right of first refusal to the AGENCY be at liberty to procure from any other source as it thinks fit, other Services of the same or similar description to make good:
 - i. In the event of the contract being wholly determined the balance of the Services remaining to be delivered there under.
 - ii. Any excess of the purchase price or value of any Services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the AGENCY. Such recoveries shall not exceed 10% of the value of the contract."

6. Force Majeure clause:

- a. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

7. **Quality:** The quality of the Services delivered according to the present Contract shall correspond to the technical conditions and standards.
8. **Inspection Authority:** The Inspection will be carried out by CC-JEST-2019 or its authorized representative.
9. **Affidavit:** The party will provide an affidavit to the extent that "It is hereby declare that (agency) or its office bearer has never been black listed by Govt./Semi Govt. Agency and there is no legal action pending against the agency or any punishment order issued in any criminal proceeding against the same. Further, it is hereby affirmed that info, data and records related to the service will not be disclosed or rented or lent to any third party. Further it is declared that information provided by me in this document are correct. "
10. **INDEMNITY CLAUSE:** CC-JEST-2019 will be indemnified against all losses, cost, damages and suits for any short fall in performance of service in the course of and arising out of performance of contract by the agency.
11. Bidder has to append his signature on all pages of the Tender document.

SIGNATURE OF THE TENDERER
SEAL
DATE

PART IV - TECHNICAL BID FORMAT & QUALIFICATION CRITERIA

The Agency should satisfy the following **minimum eligibility conditions**.

1. Should have handled similar tests for Govt. / PSU sector / Educational Institutions / Universities / Financial Institutions on an all India basis for over 10,000 candidates in a single sitting in more than 20 cities in at least two Indian States, at least once in last 3 years;
2. Experience in the Govt./ PSU Sector / Educational Institutions / Universities / Financial Institutions to cover activities like OMR application forms printing and processing, printing of question paper, result processing and merit list generation;
3. Not less than Rs.1,00,00,000/- (Rupees one crore only) Annual turnover from the business of providing such services in any of the preceding 3 years;
4. Experience of not less than 03 years in the field, with '**nil failure**' in printing of question paper and evaluation;
5. The bidder company or any of its Director should not have been either convicted by any court of law or blacklisted by any Government concern and no criminal case should be pending against such concern.
6. Service Provider should have its own captive printing press for printing of test booklets and answer sheets and / or have a legal agreement with a collaborative & reputed printing press with necessary condition of service, security and confidentiality. (Legal document to be enclosed)

Necessary information as given in the **Annexure A & B** along with documentary evidences should be submitted. This shall contain among other particulars the following details:

1. Audited accounts/Certificate from Auditors and Income Tax Returns for last 3 years;
2. Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award , Satisfactory job completion certificate etc. for last 3 years;
3. Certificate of registration of the Company/Agency;
4. Profile of the bidder giving details of activities, infrastructure, manpower etc.;
5. Multi-data backup & security of information
6. Registration No. for GST
7. Affidavit for not having been convicted by any court of law, blacklisted by any Government concern and no criminal case pending against such concern.

Noncompliance of any one of the minimum eligibility condition will result in rejection of the offer.

TENDER NOTICE NUMBER NO. IISER(T)/Acad/JEST-2019/2018-19
TECHNICAL BID (Annexure-A)

Name of the Agency		
Registration certificate (Attach certificate of registration)		
Name(s) of Proprietor		
Full address of Registered Office, Telephone Number, FAX No. and Email Address		
	Telephone	
	Mobile	
	Fax	
	Email	
Banker of Agency give Full Address with telephone number (Attach certified copy of the statement of A/c for the last three years)		
Solvency certificate from bank		
PAN/GIR No. (Attach copy)		
GST Registration Certificate along with returns filed (Attach copies)		
Particulars of the Agency		
Instructions:		
<ol style="list-style-type: none"> 1. Please indicate YES/NO clearly. 2. Also furnish details and enclose documentary proof wherever required. 3. Please note that the offer deviating from Tender Terms and Condition is likely to be rejected. 		
Sl. No.	Details of Agency	Agency Response
1	Whether handled similar tests for Govt. / PSU sector / Educational Institutions / Universities / Financial Institutions on an all India basis for over 10,000 candidates in a single sitting in more than 20 cities in at least two Indian States, at least once in last three years;	Yes / No
2	Whether executed work to cover activities like OMR application forms printing and processing, printing of question paper, result processing and	Yes / No

	merit list generation in the Govt./ PSU Sector / Educational Institutions / Universities / Financial Institutions;					
3	Not less than Rs.1,00,00,000/- (Rupees one crore only) Annual turnover from the business of providing such services in any of the preceding 3 years (2014-15, 2015-16, 2016-17);				Yes / No	
4	Experience of not less than 03 years in the field, with 'nil failure' in printing of question paper and evaluation;				Yes / No	
5	Whether the bidder company or any of its Director has been either convicted by any court of law or blacklisted by any Government concern or any criminal case is pending against such concern.				Yes / No	
6	Having own captive printing press for printing of test booklets and answer sheets.				Yes / No	
7	Having a legal agreement with a collaborative & reputed printing press with necessary condition of service, security and confidentiality (Legal document to be enclosed).				Yes / No	
8	Do you have ISO 9001 Quality Certification in examination process. Enclose valid certificate.				Yes / No	
9	Average annual turnover of the agency for last 3 years (2014-15, 2015-16, 2016-17). IT Returns for the last three years to be enclosed.					
10	Profit over annual turnover of the agency for last 3 years (2014-15, 2015-16, 2016-17). Please enclose audited statement of accounts.					
11	Experience of the agency in printing question papers & OMR answer sheets. Attach proof of contract placed and executed					
12	Volume of handling printing of question papers & OMR answer sheets for a single exam. Attach proof of contract executed.					
13	Experience of the agency in evaluating answer sheets for and on behalf of clients. Attach proof of contract executed					
14	Experience of the agency in printing question papers & answer sheets on behalf of clients (at least for last 3 years in chronological order, latest first). Furnish details and enclose documentary proof wherever required.					
Sl. No.	Client Name	Examination Name for which question paper and OMR sheet was printed and evaluated	Year of Examination (latest examination first and backwards)	Number printed		Number of OMR sheets evaluated
				Question paper	OMR sheets	

1						
2						
3						
4						

DECLARATION

I, _____ Son/Daughter/Wi
fe of _____, signatory of the Contractor mentioned
above, am competent to sign this declaration and execute this tender document. I have
carefully read and understood all the terms and conditions of the tender and undertake
to abide by them. The information/documents furnished along with the above
application are true/authentic to the best of my knowledge and belief. I am well aware
of the fact that furnishing of any false information/fabricated document would lead to
the rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date: _____

(Signature of authorized person)

Place: _____

Full Name: _____

Seal:

PART V - EVALUATION CRITERIA & FORMAT OF FINANCIAL BID

Evaluation Criteria: The broad guidelines for evaluation of Financial Bid will be as follows:

1. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender, both technically and financially.
2. Bidders should quote rate both for Table: A and Table: B. If rates are not quoted for both the tables bid will be rejected.
3. Rates quoted shall be inclusive of all taxes. Financial bid will be treated as invalid if rates of Taxes / duties are quoted separately.
4. The lowest bid will be decided upon the lowest price quoted by the bidder in Table A.

TENDER NOTICE NUMBER IISER(T)/Acad/JEST2019/2018-19
FINANCIAL BID (Annexure-B)
Schedule of Rates for 20,000 numbers

Table: A

Sl. No.	Items	Quantity	in Rupees
			Total (in figures and in words)
1.	Printing of question papers - A set containing 16 printed pages and 9 blank sheets to be attached for rough work	20,000 sets	
2.	Printing of Carbon less duplex OMR answer sheets	20,000	
3.	Packing charges		
4.	Delivery and collection of above items at 43 Centers listed in Part-II		
5.	Evaluation of OMR answer sheets	20,000	
6.	Total Cost (in figure) (Inclusive of all)		
7.	Total Cost (in words) (Inclusive of all)		

Schedule of Rates for multiples of 100 numbers or part thereof beyond 20,000 numbers

Table: B

Sl. No.	Items	in Rupees
		Total (in figures and in words)
1.	Printing of question papers - A set containing 16 printed pages and 9 blank sheets to be attached for rough work	
2.	Printing of Carbon less duplex OMR answer sheets	
3.	Packing charges	
4.	Delivery and collection of above items at 43 Centres listed in Part-II	
5.	Evaluation of OMR answer sheets	
6.	Total Cost (in figure) (Inclusive of all)	
7.	Total Cost (in words) (Inclusive of all)	

(Signature of Prop/Manager)
Full Name with Date/Rubber stamp
TIN/VAT No. etc of the firm