



**TENDER NOTICE**

Ref. No. : TC/OMR ANSWER SHEET/2024

Date: 29/01/2024

**Sub. : Printing with Paper of OMR Wrapper for Examination Answer Script.**

Quotations are invited from reputed and reliable Printers, having their own infrastructure, for Printing OMR Wrapper with paper for Examination Answer Script.

Details of the job are as follows -

Item	-	OMR Wrapper for Intermediate & Final Examination Answer Script
Quantity	-	Intermediate - 3,50,000 nos. & Final – 1, 50,000 nos.
Paper for Printing	-	As per Sample (105 GSM maplitho)
Printing	-	As per Format and approved by the Institute
No. of Pages	-	4 (Four)
Sheet contains	-	OCR/ICR readable blocks.
Technology	-	Offset printing with 2 colors

The corner black index points are printed in black color and there is no relative displacement i.e. zero-zero registration.

Specifications:

- Each OMR Wrapper will be printed with UNIQUE IDENTIFICATIO BARCODE WITH 128 BITS (as per Sample)
- Each OMR Wrapper will be printed and perforated as per the format done by SP.
- SP may be instructed to supply the same for attachment with the Answer Sheet as per instruction given by the Institute.

Verification of Sample of OMR Wrapper, Specification of Paper and for any further query/clarification, Shri Arunava Ganguly, Addl. Director may contact at email [exam.addldir1@icmai.in](mailto:exam.addldir1@icmai.in) (033-40364761), or Sri Kamallesh Pattanayak, Dy. Director, Examination may be contacted at email [exam.dd2@icmai.in](mailto:exam.dd2@icmai.in) (033-40364758) on any Working Day (Monday – Friday) during Office Hours.

**Instructions to Bidders**

All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. The Tenderers are invited to submit a Technical Proposal and a Financial Proposal separately, as specified in the Scope of the Work. The tenderers are required to deposit Earnest Money Deposit of Rs. 45,000/ in the form of Demand Draft drawn in favour of The Institute Cost Accountants of India payable at Kolkata and the same is to be enclosed with the Technical Proposal. **The Technical and Financial proposal will be rejected if the EMD of Rs 45,000/ is not attached.**

Earnest Money Deposit (E.M.D) of the **unsuccessful bidders** will be returned to them within 30 days of issuance of the work order, without interest, and E.M.D. of the **successful bidder** will be turned into Security Deposit. Security Deposit of the successful bidder will be released to the bidder within 60 days of completion of contract without any interest on the same. The Proposal will be the basis for a signed Contract/Order with the selected Tenderer. Delivery will be the specific location mentioned in the work order.

This procurement is for the forthcoming June 2024 term Intermediate and Final Examination, it may be extended for another one term upon mutual agreement of both parties on same rate, terms and conditions, if found satisfactory.



The quotation along with the Sample of Paper, signed by the Tenderer and **within two separate sealed envelope, superscribed with “Printing with Paper of OMR Wrapper-Technical bid” and “Printing with Paper of OMR Wrapper-Financial bid”** is to be submitted strictly as per the following format on or before **5.30 p.m. of 12.02.2024, 2024** in the Tender Box of the Institute at 12, Sudder Street, Kolkata – 700016. **Both the Technical and Commercial bids, duly stamped by the bidder, must be submitted in separate sealed envelope, superscribed as “Printing with Paper of OMR Wrapper for Examination Answer Script”.** Commercial bids will be opened for those parties only whose samples are approved by the Institute.

**Technical bid format:**

**Documents to be submitted with technical bid:**

Interested vendors shall furnish the following documents along with Tender Form:-

1. Trade license of printing press.
2. EMD Rs. 45,000/- OR MSME Certificate.

Srl No	Item description	Mandatory / Optional	Point
3.	Last 3 years average annual turnover in printing business. Balance sheets require.	<2 Cr.	5
		>=2 Cr. And <5 Cr.	10
		>=5 Cr. And <10 Cr.	20
4.	Experience on printing of OMR sheet for exam related stationery from own printing business. Certificate of work undertaken along with credential need to be submitted at least from three clients.	>=3 years and < 5 years	10
		>=5 years and < 10 years	15
		>=10 years	20
5	Experience on printing of OMR sheet for exam.	Govt. Institute/ Educational Institute	20
		Other Organization	10
6.	ISO certification on printing press/ Technology.	Yes	10
7.	Security measure / printer to maintain confidentially to execute the job (needs to be provide the credentials of high stake printing / operational work / IBA registration etc)	Yes	10

Minimum eligible point score **55 out of 80 to qualify technical bid.**



**Financial bid format:**

<u>Item</u>	<u>Quantity</u>	<u>Total amount including Delivery (Excluding Tax)</u>
OMR Wrapper for Intermediate & Final Examination Answer Script	Intermediate - 3, 50,000 nos. Final – 1, 50,000 nos.	Rs. (Rupees..... .....only)

**Tax Rate (to be charged separately) .....**

The Institute is not bound to accept the tenders and reserves the right to conduct tendering as per its own Tender Guidelines and to cancel any or all the Tenders without assigning any reason thereof. On completion of the Tendering Process, only selected tenderer will be contacted.

CONVENER  
LIMITED TENDER COMMITTEE