



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेजसिटी, प०ओ० मनोली, एस० ए० एस० नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K TAN No. PTLI10692D

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CPPP/Institute Website

IISERM (1001)18/19-Pur

Dated : 19.04.2018

NOTICE INVITING E-TENDER

Online tenders are invited on behalf of Chairperson JAC 2018, IISER Mohali in **TWO BID SYSTEM** for **Printing and distribution of Question papers, OMR Sheets including printing, distribution, collection, evaluation and preparation of result** from reputed companies/firms those are in the similar business at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app>& Institute website www.iisermohali.ac.in.

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(Mukesh Kumar)
Assistant Registrar (S&P)



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E-TENDER NOTICE

Tender Ref.- IISERM(1001)18/19-Pur	Dated :-19 th April, 2018
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Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	19 th April, 2018	6:00pm
2.	Tender Document download start Date & Time	19 th April, 2018	6:00pm
3.	Bid Submission start Date & Time	19 th April, 2018	6:00pm
4.	Bid Submission End date and Time	08 th May, 2018	Upto 11:00am
5.	Tender opening Date and Time	09 th May, 2018	At 11.30 am

Online tenders are invited on behalf of the Chairperson JAC 2018, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the reputed service providers/firms at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in. Tender fee in shape of DD/Banker Cheque of Rs 500/- (Non-refundable) and EMD of Rs.40000/- should be submitted by DD /Banker Cheque/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali. However, scanned copy of the both tender fee and EMD should be upload on website along with technical bid part. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected summarily.

The Original EMD and Tender Fee should be sent to:

Assistant Registrar (S&P)
Indian Institute of Science Education and Research,
Mohali Sector 81, SAS Nagar, Mohali, Punjab, India,
Pin: 140306

Non-receipt of original EMD and Tender Fee will lead to rejection of tender.

S. No.	Requirement	Qty.
1.	<p><u>Printing and distribution of Question papers, OMR Sheets including printing, distribution, collection, evaluation and preparation of result as per below Schedule of Requirements.</u></p> <ol style="list-style-type: none"> 1. Printing will be done at RBI/IBA approved printers whose name is in the empanelment list of IBA for the work involves the Printing of OMR sheet, Printing of Question Paper 2. Printing of Question paper in English and Hindi Language. 3. The Agency has to print OMR sheet with variable barcode, Question paper. The post examination phase need to collect the filled OMR sheets as per instruction of the JAC 2018 then after Scanning of OMR sheets, Preparation of Provisional and Final Answer Key, Result. 	20000 (Approx)

PART-I-SCHEDULE OF REQUIRMENTS

1. Test material printing, supply and evaluation

- a. The agency shall maintain utmost confidentiality and ensure security at every step of the process till completion on end-to-end basis.
- b. Sets of Question papers for IISER Aptitude Test (IAT 2018) will be provided by Chairperson, JAC 2018. Content for print ready Question paper will be handed over to authorised representative of the agency in person by single point of contact of Chairperson JAC 2018. Timeframes for printing of question papers shall be mutually agreed upon. Format of question paper shall be as prescribed by Chairperson JAC 2018. 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 Chairperson JAC 2018. Question papers should be printed (NO PHOTOCOPYING) on good quality white paper (thickness - 80GSM).
- d. Each question booklet will be of contain 20 pages. The first page will carry instructions, the second page will be blank followed by questions from page 3. There should be 6-8 blank pages for rough work.
- e. A minimum of 20,000 question papers should be printed. However, the final number will be intimated to the agency by Chairperson, JAC 2018 in due course of time.
- f. Question paper to be prepared with an adhesive seal so that candidates do not open the same before the start of the exam.
- g. 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 booklet. Provision for name, discipline and roll number of the candidate is to be provided on the first page of the question paper.
- h. Zero error should be ensured for carrying out page setting and final printing.
- i. 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 Chairperson JAC 2018. Marking option will be only by using ball point pen with black \blue refills and no other type.

- j. Each OMR sheet will have unique running serial number and provision for question paper booklet serial number to be entered on it.
- k. Each OMR sheet is to be printed on good quality (100GSM minimum) paper.
- l. Sample OMR sheet is to be submitted to Chairperson JAC 2018 for approval, tried and validated for reading without error.

2. Arrangements Prior to the Test

- a. Administration and invigilation for the IAT 2018 will be carried by coordinators and invigilators appointed by the Chairperson JAC 2018. The agency shall deploy its representative as support staff at each exam centre who should 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. The IAT 2018 will be held in one/more than one centers in the following cities:

Sl	City	Sl	City
1	Bengaluru	16	Kozikode
2	Berhampur	17	Lucknow
3	Bhopal	18	Madurai
4	Bhubaneswar	19	Mohali
5	Chandigarh	20	Mumbai
6	Chennai	21	Nagpur
7	Coimbatore	22	Patna
8	Delhi	23	Pune
9	Goa	24	Raipur
10	Guwahati	25	Siliguri
11	Hyderabad	26	Thiruvananthapuram
12	Jaipur	27	Tirupati
13	Kannur	28	Vadodara
14	Kochi	29	Vijaywada
15	Kolkata	30	Visakhapatnam

- c. Question papers and answer booklets shall be suitably packed in polythene packets and further in carton boxes venue wise. The agency should ensure that no packet get missed out or misplaced during the entire process. Furthermore, they should adopt secure packing modes to negate the possibility of pilferages.
- d. Each pack should be sealed with colour code for easy identification of English/Hindi questions. For English, each pack should have 24 question papers in them. For Hindi, each pack should have 12 question papers in them.
- e. The agency shall deliver question paper packets with OMR sheets at the venue, **one day before the test.**
- f. The tracking details of the packets and arrival at the destinations or near-by city should be informed to Chairperson, JAC2018

- g. The question papers and OMR sheets are to be handed over to the representative of Chairperson JAC 2018 at respective venues one day before the start of the examination.

Failure in delivering question papers by the scheduled time at any venue may attract penalties 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 handling over. Without prejudice to other remedies available, the penalty will be as follows:

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

- i. The penalty unit value will be determined as per proportion amount of contract for each applicant allotted to the centre compared to the total number of applicants appearing for the examination.
- ii. The amount of total recovery value of penalty due to delayed delivery of examination materials will be decided as the product of number of candidate in a centre & affected with the unit value as above in slabs stated as follows:

Upto 15 minutes delay: 25 % of the total recovery value.

Beyond 15 minutes upto 30 minutes delay: 50% of total recovery value.

Beyond 30 minutes upto 1 hour delay: 75% of the total recovery value.

Beyond 1 hour upto one and half hours delay: 100% of the total recovery value.

3. Post-Test Arrangements

- a. The agency should ensure collection of unused question papers, both used and unused OMR sheets from all test venues, immediately after the conclusion of the test.
- b. The agency will be required to make arrangements for suitably packing OMR answer sheets in polythene packets and further in carton boxes in the presence of representative of Chairperson JAC 2018 at the respective venues. The agency shall ensure that no packet gets missed out or misplaced and adopt secure packing modes to negate the possibility of pilferages at any stage
- c. All the OMR answer sheets shall be sent to mutually agreed premises at Mohali for further processing.
- d. Scanning and Evaluation of OMR sheets (including image of OMR sheets) shall be done at mutually agreed place in Mohali in the presence of Chairperson JAC 2018 (to be intimated at suitable time after order is placed).
- e. Double scanning is recommended to ensure 100% accuracy.
- f. The agency shall compute marks and create excel data files with two printout as per format approved by Chairperson JAC 2018.
 - i. Forwarding of the following documents /information to Chairperson JAC2018:
 - a. Soft copies of flat files of scan responses, soft copies of answer keys, and soft copies 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.

- b. One hard copy of the marks of all the candidates discipline wise, to the Chairperson JAC2018, in a sealed cover duly signed.

4. Some Important Points to Note

- a. Security, confidentiality and professional integrity are 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 there of as the case may be.
- c. It is the responsibility of the agency to define precisely and to ensure that any agency /staff involved in the process are provided with 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 Chairperson JAC 2018.
- 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 services shall not be disclosed or rented or lent to any third party any time during the process or at later stage
- g. After contract is concluded, further details will be worked out mutually in the interest of timely execution of the job with utmost confidentiality.
- h. An optional clause also be considered by the agency; that the JAC2018 might inform the agency to bring the OMRs to 7 IISERS instead of Mohali.
- i. There may some change in the procedure depending on the demand based on the situation and the agency should be ready to co-operate with the JAC fully.

5. Time Schedule to carry out the Test Related Activities

Activity	Time-line from date of placement of supply order
Printing and packing of question papers and OMR sheets on receipt of information regarding number of candidates registered discipline wise and venue wise	This date will be finalized in consultation with the successful bidder
Delivery of question papers and OMR sheets at least one day prior to start of the exam at different venues	23/06/2018 by 2:00PM
Collection of question papers and OMR sheets (Answer Sheets) from all test venues, immediately after the conclusion of the written test	24/06/2018 by 2.30 pm
Scanning of Answer Sheets – in presence of Chairperson JAC2018	This date will be finalized in consultation with the successful bidder
Evaluation & forwarding of result of the written test in the specified form	This date will be finalized in consultation with the successful bidder

PART-II-QUALIFYING CRITERIA

- a) Bidder may participate for performing all scope of works as specified above and rates should be quoted as specified in financial bid.
- b) The agency must have been registered under the Companies Act, 1956.
- c) The Bidder should also have ISO 9001 certification along with ISO 27001.
- d) A detail report regarding how the job will be executed should be submitted by the bidder
- e) Execution of similar works for national level admission process (e.g. Printing of OMR, Printing of Question Papers, Creation of Database with necessary software, Conducting test in OMR sheet, Evaluation of answer script, Merit panel preparation, etc.) in one single tender in a calendar year should not be less than 10 Lakh during last three years.
- f) The bidder shall not have been blacklisted by any Govt. / Semi Govt. organization/State Board/University/Institute in the last five years. A declaration has to be submitted by the bidder on the stamp paper of appropriate value.
- g) The bidder should have a minimum turnover of Rs 1 crore in the last three financial year (FY 2014-15, 2015-16, 2016-17). In support of these criteria bidders shall furnish self-attested copy of Audited Accounts/ Balance Sheet/ Annual report/CA Certificate.
- h) The bidder shall pay Earnest Money Deposit of Rs. 40000/- and Tender Form fee Rs. 500 along with tender.
- i) The Bidder satisfying all concerned criteria in the primary scrutiny will only be eligible for opening of their financial bids.
- j) The Bidder should have to submit GST and PAN along with tender documents.
- k) The premises of the Bidder where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature.

PART-III-Other Terms and Conditions

- a. Liquidated Damages: In the event of the Agency's failure to submit PBG and supply the goods/services as specified in the contract and that agreed upon in the order Chairperson JAC 2018 may at its discretion, withhold any payment until completion of contract and deduct Liquidated Damages from the invoice.
- b. Termination of Contract: Chairperson JAC 2018 shall have the right to terminate the order in part or full in any of the following cases:-
 - i. If the agency got bankrupt or becomes insolvent
 - ii. If the delivery of the material is delayed for causes not attributable to force majeure after the scheduled date of delivery.
- c. If there is breach of contract confidentiality and or secrecy found on the part of agency and agency will be blacklisted by Chairperson JAC 2018.
- d. No advance payment will be made.
- e. The quality of services delivered according to the order and shall correspond to the technical conditions and standards

- f. The inspection will be done by Chairperson JAC 2018 or its authorized representative for any and or all of the assigned work.
- g. The Agency has to indemnify to Chairperson JAC 2018 against any losses, cost, damages and suits for any short fall in the performance of service in the course of and arising out of performance of the contract by the agency.
- h. Risk and Expense Clause: In case of material breach that was not correct within the time granted to the agency, the Chairperson JAC 2018 shall having given the right of first refusal to the Agency and be at liberty to procure from any other sources as it thinks fit, other services of the same or similar description to make good for 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.
- i. Force Majeure Clause: Neither party shall bear any responsibility for the complete or partial non-performance of any of its obligations, 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. The either party has to notify in writing the Force Majeure conditions.

SUBMISSION OF TENDER

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.
- II. The online bids shall be opened at the office of the Assistant Registrar (P&S), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.
- IV. The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped.
- V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

INSTRUCTIONS

1. The Online bids should be submitted directly by the original manufacturer/supplier, If quotation is submitted/filled by any representative/agent/dealer then they must upload a

authority certificate from the principal company for quoting the price otherwise such quotation will be rejected.

2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID.
3. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY under notification no- TU/V/RG/-CDE(1062)/201 CUSTOM DT.30.08.2016.
4. Tax: This Institute is not exempted from the payment of GST. The current rate (i.e. percentage of GST should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, GST number duly self-attested.
5. Concessional GST is applicable for all the items purchased for Research labs vide Ministry notification no. 45/22017 dated 14.11.2017 and 47/2017 dated 14.11.2017.
6. The delivery period should be specifically stated. Earlier delivery will be preferred.
7. Validity of offer: 90 days.
8. Security deposit/ Bank Performance Guarantee @ 10 % of the value of order as per norms has to be submitted by the agency/ firms.
9. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in> please.
10. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

–sd/-

(Mukesh Kumar)
Assistant Registrar (S&P)