



कृषि वैज्ञानिक चयन मंडल
(भारतीय कृषि अनुसंधान परिषद)
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



File No. 7(3)/2016-Exam-I

Dated the 10th October , 2016

To

As per list enclosed

Sub : Limited Tender for the printing & double scanning of OMR Sheets and tabulating of marks.

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the work of printing & double scanning of OMR Sheets and tabulating of marks for the common written examination for the posts of Lower Division Clerk at ICAR Institutes. The sealed quotations accompanied by a Demand Draft of Rs. 3,000/- (Rupees Three Thousand only) as earnest money drawn in favour of Secretary, ASRB payable at New Delhi may be addressed to Secretary, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The envelop containing quotations should be super scribed with **“Quotation for the work of printing & double scanning of OMR Sheets and tabulating of marks for the common written examination for the posts of Lower Division Clerk at ICAR Institutes”**. The scaled quotation may be dropped in the Tender Box placed outside Room no. 109, Krishi Anusandhan Bhawan-I, Pusa, New Delhi latest by 3.00 PM on 27-10-2016. The quotations will be opened on the same day i.e. 27th October, 2016 at 3.30 PM in Room no. 103, Krishi Anusandhan Bhawan-I, Pusa, New Delhi in the presence of the tenderers who may wish to be present.

The terms and conditions of the contract are enclosed as Annexure-I. The rates for the work may be quoted as per format as Annexure-II and details of the firm may be indicated as per Annexure-III.

Yours faithfully,


(Section Officer)
Exam-I

Enclosed: As Above

TERMS & CONDITIONS

1. The firm should be Delhi/NCR based and must have valid TIN/ VAT/Sales Tax Registration number. Valid proof of the same should be attached with the bid.
2. The rates furnished by the firm shall be valid for the period of one year from the date of award of contract by the Board and no deviation whatsoever shall be entertained in any case or else the EMD/ Security deposit shall be forfeited.
3. Each OMR sheet will be required to be printed with unique Serial Number. These will be required to be packed in lots of 100. The duly packed OMR Sheets will be required to be supplied by 21.11.2016.
4. The double scanning will be undertaken by the agency at the premises of ASRB only. All the hardware/software/stationery required for the job including Computers /Printers/Scanners etc. will be installed by the agency at the ASRB's premises. The Board will not provide any hardware/software/stationery.
5. The agency shall start the scanning work on the date/days allotted by the Board and complete the work within five days. The day of start of scanning will be informed five days in advance by the Board. Any delay in the start or completion of the work will be penalized @ Rs. 1,000/- per day.
6. The payment shall be made after completion of the entire work only. No part payment will be made. The payment will be made for actual work done, i.e., for printing of sheets, the actual no. of sheets got printed and for scanning, the actual no. of candidates appeared in the examination.
7. Complete secrecy of work, documents and data will have to be maintained by the agency failing which action as per law will be initiated by the Board. After completion of the work, the agency shall handover all database /CDs/Soft copies/hardcopies etc. to the Board and will not retain any examination related data in any form. All examinations related data base will be the property of the Board.
8. Each page of the bid form must be signed by the authorized signatory of the firm. Cutting/overwriting must be properly attested.
9. Bids incomplete in any form will not be considered. Bids received after the due date and time will not be considered.
10. Bid security of Rs.3,000/- (Rupees Three Thousand only) in the form of account payee DD drawn in favour of Secretary, ASRB must be submitted with the bid. An application submitted without the bid security will be rejected outright.

11. The successful bidder will have to deposit performance security equal to 5 to 10% of the total tentative amount till such time the period of contract expires. No interest on the EMD/Performance Security shall be paid by the Board.
12. No Bidder will be allowed to negotiate after submission of bids. Rates once finalized will not be enhanced during the period of the contract. The rates shall be including transportation charges.
13. In case, the successful bidder shows its inability to honor the contract at any stage after the contract is finalized and awarded, for whatsoever reason(s), the EMD/Performance Security deposited would be forfeited.
14. No request for advance payment or escalation of rates will be considered during the currency of the contract. The bills raised by the successful bidder should have all tax registration numbers printed on the bills.
15. The competent Authority in the Board reserves the right to cancel the contract any time during its validity period without assigning any reason thereof.

I hereby declare that the terms and conditions of the contract are acceptable.

Dated

(Authorized signatory of the firm)

ANNEXURE-II

Rates for the work of printing & double scanning of OMR Sheets and tabulating of marks for the common written examination for the posts of Lower Division Clerk at ICAR Institutes

Sl.No.	Item Description	Rate (Rs.)*
1.	Printing of OMR Sheets including packing in lots of 100	
2.	Double scanning of OMR Sheets & tabulating of marks	

*taxes extra as applicable should be indicated separately

DETAILS OF THE FIRM

Name of the Firm :-----

Registered / Postal Address:-----

Phone No./Mobile No.-----

DD No./Pay Order No.-----

1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN No.	
4.	Bank Details : 1. Bank Name 2. Brach Address 3. Account No. 4. Type of Account (Current/Savings) 5. MICR Code & IFSC Code of the Bank	