

**Government of West Bengal**  
**Office of the District Magistrate, Murshidabad**  
**New Administrative Building**  
**Panchayat & Rural Development Section**

Email:- [dprdomsd@gmail.com](mailto:dprdomsd@gmail.com)

Memo No. 135/P&RD

Dated. 19/01/2017

Notice Inviting Tender 01/P&RD dt. 19.01.2017

Sealed Tenders are hereby invited from *ISO certified* agencies having annual turnover of fifty lacs and credential for completing or in process for such type of work in each and every consecutive last three financial year at least in four districts of the state for the offices under control of the District Magistrate i-c-w printing and supply of OMR & post examination work (i.e. evaluation) of OMR sheet of the examination in connection with recruitment in the various posts of Gram Panchayats and Panchayat Samitis under the district of Murshidabad. The tenderers can offer rate for each types of work separately and submit the application after reading thoroughly the description of work and after observing the terms and conditions:

**Description of the work to be done:**

1. Printing & Supply of Two Lakh Twenty Thousand (Total-220000)(approx.) Nos. Answer-Scripts readable in OMR Sheet-Two Parts with Barcode with (100 GSM) and Processing with dual scanning (Coding-Decoding) of OMR Answer sheets (inclusive packing & splitting in Room wise) in the Office of the District Magistrate.
2. Evaluation of Answer-Scripts in OMR Sheet i.e. scanning, Processing of Answer-Scripts along with 50% manual verification & supply of result in soft & Hardcopy in category wise.
3. **Terms and Conditions:**
  - a. No part payment will be made before completion of the work .
  - b. Earnest money will be forfeited if the agency does not complete the work or leaves mid way.
  - c. IT/ST will be deducted at source.
  - d. The undersigned shall have the right and discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contract.
  - e. Proper Identity Card to be issued to the staff engages for this purpose.
  - f. Scanner & other Accessories related to this work to be supplied from your end.
  - g. Secrecy to be maintained strictly. Any lapse will render cancellation of entire work order without assigning any reason whatsoever.
  - h. The undersigned reserves the right to accept or reject any Tender Paper or all quotations without assigning any reason whatsoever. The undersigned reserves the right even to cancel the entire tender process any time without assigning any reason.
  - i. Scanning & processing of each OMR sheet is also to be provided by the agency with back up of scanning sheets.

  
19/1/17

4. The intended *ISO certified* agencies shall submit the Tender Paper in sealed Envelope along with security deposit of Rs. 20,000/- in the form of an open Demand Draft in favour of the Chairman, DLSC & District Magistrate, Murshidabad Income Tax and Sales Tax clearance certificate, VAT Registration Certificate and credential certificate on the date of issue of the notice as well as in all working days from 11a.m to 4 p.m and upto 2 p.m on 30/01/2017 and to be dropped in the Drop Box kept at the office of the DP&RDO, Murshidabad, New Administrative Building ,1<sup>st</sup> floor, Room No.-107, Berhampore, Murshidabad during the above mentioned period. Last date of submission of Tender Paper form is 30.01.2017 ( upto 2 p.m) and Drop Box will be opened at 3 p.m on the same day.

The sealed envelope containing the Tender Paper shall be superscribed as " Quotation for Data entry of Application Forms for the various post Gram Panchayat & Panchayat Samitis, NIT NO.01/P&RD dt. 19.01.2017" and shall be addressed to the Chairman, DLSC & District Magistrate, Murshidabad, New Administrative Building.

5. Prior to dropping of Tender Paper form in the Drop Box, the person/agency must have to know the actual work to be done by it. For this purpose, it is advised to contact the office the DP&RDO, Murshidabad, New Administrative Building, Room No. 107, for any clarification in the matter.

6. Considering the importance & highest level of secrecy to be maintained for the work, the authority will consider both rate quoted by the agency & credential of the agency. Hence rate quoted by any agency is not only criteria and it must submit the documents against the credential .Otherwise the rate will not be considered.

7. Any other condition may be imposed by the authority for maintaining secrecy & smooth completion of the work in due course of time.

 19-1-17

**Member Secretary,  
District Level Selection Committee, Murshidabad  
&  
District Panchayat & Rural Development Officer  
Murshidabad.**

Memo No. 135/1(10)/P&RD

Date 19/01/2017

Copy forwarded for information and necessary action to :

1. The Chairman DLSC & District Magistrate, Murshidabad.
- 2-7. Sub-Divisional Officer (All), Murshidabad.
8. Secretary, Murshidabad Zilla Parishad , for wide circulation through his office notice Board.
9. NDC, Murshidabad, for wide circulation through the office notice Board.
10. DIO NIC , Murshidabad with a request to upload the NIT in the District website.

 19-1-17

**Member Secretary,  
District Level Selection Committee, Murshidabad  
&  
District Panchayat & Rural Development Officer  
Murshidabad.**

# Application Format

(To be submitted in letter head of the agency)

Tender Notice Number :

Dt.

**A) Tender form for different posts in Gram Panchayats and Panchayat Samitis other than Sahayak**

To

The Chairman, DLSC

&

District Magistrate, Murshidabad,

In response to your tender notice number \_\_\_\_\_ dated \_\_\_\_\_ in connection with verification of the application form and other allied works related to recruitment to the **various post of Gram Panchayats and Panchayat Samitis**, I beg to offer my rate as a tenderer following the terms and conditions strictly.

Particulars in support to my tender are given below.

1) Name of the Tenderer (in Block Letter) :

2) Name of the Proprietor :

3) Address :

4) PAN No. :

5) ISO Certificate No. :

6) Rate Offered : a) Printing & Supply of Two Lakh Twenty Thousand (Total-220000)(approx.) Nos. Answer-Scripts readable in OMR Sheet-Two Parts with Barcode with (100 GSM) and Processing with dual scanning (Coding-Decoding) of OMR Answer sheets (inclusive packing & splitting in Room wise) Rate to be mentioned for OMR Sheets (100 GSM & A4 Size) Rs. \_\_\_\_\_/- per thousand OMR sheets (100 GSM & A4 Size)

b) Evaluation of Answer-Scripts in OMR Sheet i.e. scanning, Processing of Answer-Scripts along with 50% manual verification & supply of result in soft & Hardcopy in category wise. Rate of evaluation of Per thousand OMR Rs. \_\_\_\_\_/-

- 7) (a) Security Money (in figure & words) :  
(b) Open Demand Draft No.
- 8) Contact No. (a) Mobile No.  
(b) Land No.
- 9) Experience in doing similar type of works (in brief) :
- 10) Credential issued by : a)  
b)  
c)  
d)
- 11) Total Annual Turnover : a) Rs.....  
b) Rs.....  
c) Rs.....
- 12) Voter ID Card No. :

I do hereby agree with the terms and condition of the tender notice no. \_\_\_\_\_ dated \_\_\_\_\_. I also declare that the information given above are true to the best my knowledge and faith and my tender will be summarily cancelled for submission of any fraudulent information and papers. I am also enclosing herewith the xerox copy of the Income Tax and Sales Tax Clearance Certificate and VAT Registration Certificate and the credential along with the application form.

Yours faithfully,

---

(Signature of the tenderer)