

JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH  
1300, RAJDANGA MAIN ROAD  
KOLKATA – 700107  
Tel. : (033) 21128270  
N.I.T no. JBNSTS/3-1/2022-2023/01 dated 13.04.2022

Tenders are invited from reputed and resourceful contractors / Agencies for the job of scanning of OMR sheets and result processing at its office at 1300, Rajdanga Main Road, Kolkata – 700107. The details are as under

**1. Name of the job :** Scanning of OMR sheets and result processing

**2. Place of work :** Jagadis Bose National Science Talent Search at 1300, Rajdange Main Road, Kasba, Kolkata – 700107 .

**3. Period of completion :** 04 (four) days from the date of handover of OMR sheets

**4. Quantity of work :** Min. 50,000 OMR sheet of A4 size , 105 map litho paper with proper sensor marking.

**5. Tender document :**

i) **Submission of tender documents :** Filled up and signed tender document with all necessary documents, as stated in clause (iii) hereunder, should be submitted in a sealed envelop addressed to **“The Director, Jagadis Bose National Science Talent Search, 1300, Rajdange Main Road, Kasba, Kolkata – 700107”** latest by April 20,2022 (Wednesday) up to 12.00 noon (IST)

ii) **Opening of tender :** Tenders shall be opened on **April 20,2022 (Wednesday) at 03.00 pm ( IST)**. Representatives of bidders may remain present at the time of opening the tenders.

iii) **Submission of rate :** The rate should be submitted on “per copy” basis assuming the minimum quantity will be 50000 (fifty thousand) OMR sheets. The rate should include the total work including scanning of OMR sheets, processing them, preparing the result in formats given in clause 7(iv) and supplying the hardcopy and softcopy of the result. If the number of sheets exceeds 50,000, payment for those excess sheets will be made on “per copy” basis otherwise payment will be made for minimum 50000 sheets. No extra payment shall be allowed for any reason whatsoever. No extra cost for mobilization / transportation of instruments or manpower will be allowed. However, the rate and amount of GST, if applicable, should be shown separately and to be added with the basic rate to show the total amount. The quotations will be evaluated on the basis of “Total amount” for 50,000 copies.

iv) **Documents to be submitted with tender :** Copy of a) GST Registration , b) Valid Trade License / PAN of the organization and c) a list of clients of last three financial years.

v) **Validity of tender :** The tender submitted should remain valid for 90 (ninety) days from the day of opening the tender

**6. Pre – bid meeting :** Bidders may attend a pre – bid meeting on April 18, 2022 at 02.00 pm .

**7. Scope of work :**

- i) All delivered OMR sheets should be scanned twice for the purpose of cross checking of the final result.
- ii) The final result should be delivered in Excel format only.
- iii) Centerwise OMR sheets shall be delivered for processing
- iv) The final result should be delivered in following two manner :
  - a) In ascending order of registration number and
  - b) In ascending order of rank/position on the basis of total number scored by the candidates
  
- v) The final result, in both cases, to be delivered in the format supplied by JBNSTS
- vi) The final result to be supplied both in hardcopy and softcopy.

**8. General terms and conditions**

- i) This is an examination related job and hence to be treated as extremely confidential. The vendor shall be responsible for maintain the secrecy and confidentiality of the work. No document/information regarding this job should be made available in public.
  
- ii) The agency should have atleast three years, experience in related field of work, preferably , with any government educational institute.
  
- iii) Preferably, the bidder has its office located at Kolkata .
  
- iii) The successful bidder shall provide required manpower, qualified for execution of the work on a regular basis till the job is completed in all respect.
  
- iv) The successful bidder shall provide laptop / computers, scanners etc. required for the job with necessary software . The agency should ensure that the software is completely safe for handling confidential materials.
  
- v) JBNSTS shall arrange for working area with seating arrangements and supply of power.
  
- vi) The entire work should be completed at our premises at 1300, Rajdanga Main Road, Kolkata - 700107. No part of the job should be taken to any other place for any reason whatsoever without prior written permission of Director , JBNSTS or any other officer deputed by her for that purpose.
  
- vii) Outsourcing of the job or any part of it is completely prohibited unless specifically allowed in writing by Director , JBNSTS or any other officer deputed by her for that purpose.
  
- viii) In case of any leakage/mishandling of the confidential data by the agency / any employee of the agency, they will be blacklisted for any future work. The decision of Director, JBNSTS will be final in this matter.

**9. Submission of bills and Payment :** The agency shall submit the final bill after completion of the work from all respect and to full satisfaction of JBNSTS . Payment shall be made either by a/c payee cheque or online payment through NEFT. The agency shall be required to supply / share its bank details for online payment. ) Legal deductions, if any, shall be made from the final payment.

All quotations should be submitted at our office latest by 12.00 noon of April 20,2022 (Wednesday) and will be opened at 03.00 pm. of April 20,2022 (Wednesday). Interested vendors may remain present at the time of opening quotation JBNSTS reserves the right to cancel any or all the quotations without assigning any reason.

For further details contact:

Asst. Director (Admn.) , JBNSTS  
Contact No. – 2442 8270