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KERALA PUBLIC SERVICE COMMISSION

No.ES/01/2014

Thulasi Hills, Pattom Palace.P.O.,
Thiruvananthapuram-695 004.
Dated: 18.02.2014.

TENDER NOTICE

Sealed Tenders are invited for the supply of OMR Answer Sheets of 20 Lakhs approximately with two Bar codes; Pre-printed, Pre-bubbled Alpha code as per the specifications given in the schedule of items on rate contract basis for a period of one year.

The tender should be superscribed "Tender No.ES/01/2014 for the supply of OMR Answer Sheets" and addressed to the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram, Kerala, Pin-695 004. Tenders will be received upto 1 pm on 28/03/2014 and will be opened at 3.pm on 28/03/2014 in the presence of the tenderers or their authorised representatives who may be present at that time. Late tenders will not be accepted.

Intending tenderers may send applications to the Secretary, Kerala Public Service Commission and obtain the requisite tender forms along with the specimen. Applications for the tender forms and the specimen should be accompanied by a Cash Remittance/Money Order/Demand Draft (in favour of the Secretary, Kerala Public Service Commission) for a sum Rs.3,885/- (3700+VAT @ 5%) (Rupees Three Thousand Eight Hundred and Eighty Five Only) which is the price fixed for a tender form and is not refundable under any circumstances. The tender forms are not transferable. Duplicate tender forms if required, will be issued at Rs.1,995/-

(1900+ VAT @ 5%) (Rupees One Thousand Nine Hundred and Ninty Five Only).
The sale of tender forms will be closed at 12.00 Noon on 28/03/2014. Cheques, Postal Orders, Postal Stamps etc. will not be accepted towards the cost of the Tender forms. Tender forms will not be sent by V.P.P. Kerala Stamp Paper will be supplied to the intending tenderers outside Kerala for execution of agreement along with the tender forms, if they request the same to Joint Secretary, (R&A), Kerala Public Service Commission, Pattom, Thiruvananthapuram-695 004 followed by a remittance of Rs.150/-(Rupees One Hundred and Fifty Only) separately i.e.Rs.100/- for Stamp Paper and Rs.50/-towards incidental expenses. Money Order alone will be accepted for this purpose.

SHCHEDULE OF ITEMS

Specifications

Sl.No.

1. OMR Answer Sheets with 2 Barcodes, Pre-printed & Pre-bubbled Alpha code and Laser Perforation and printed on both sides.
2. Size : A4
3. Thickness : 100 to 105 gsm.
4. Printing Colour : Different shades of red colours for different codes.
5. Type : OCR Grade Reflective.
6. Barcode : Two barcodes in different formats (Vertically placed barcode in Code 39 and horizontally placed barcode in Code 128) and sequence for a single unique 7 digit number. Alpha Code should be added as eighth digit of barcode. The code 39 and Code 128 barcodes should be in different sequences.
7. Caliper : “ 0.0035 to 0.0080.”
8. Pre-check : 100% pre-checked with certification & database support.
9. Only the corresponding Alpha code (Pre-printed, Pre-bubbled) should incorporated and placed in its correct position as shown in the specimen.
10. A laser perforation for detaching A&B Parts shall be provided and also provide

scissors symbol, print “cut here” & “ഇവിടെ മുറിക്കുക” in malayalam and cut a “V” shaped notch at both sides of perforation for easy separation of Part A and B as shown in the specimen attached.

11. Provide sufficient space in between the digits of register number grid as in the specimen.
12. **Security features to be incorporated**
 1. Opaque Test (Void Pantograph) The actual position of void Pantograph will be disclosed to the accepted tenderer only.
 2. Microprinting (Text: “KPSC-KPSC-KPSC.....”) as specified in the specimen.
 3. Invisible Printing: KPSC Logo to be viewed using Ultra-Violet Lamp. The actual position of the invisible printing will be disclosed to the accepted Tenderer only.

KERALA PUBLIC SERVICE COMMISSION

TENDER SCHEDULE

Superscription	:	Tender No.ES/01/2014 for the Supply of OMR Answer Sheets.
Last Date and Time for sale of Tender Forms	:	28/03/2014. 12.00 Noon.
Last date and time of receipt of Tender	:	28/03/2014. 01.00 pm.
Date and Time for opening the tender	:	28/03/2014. 03.00 pm.
Date up to which the rates are to be firm	:	Till the completion of the period of contract.
Price of Tender Form	:	Rs.3,885/- (3700+VAT @ 5%).
Price of duplicate Tender Form	:	Rs. 1,995/- (1900+VAT @ 5%).
Address of the Office from whom	:	The Secretary.

Tender forms are to be obtained
and to whom Tender Forms are to
to be forwarded

Kerala Public Service Commission,
Thiruvananthapuram.Pattom.P.O.,
Kerala, Pin-695 004.

Name and Designation of the : P.C.BONROY,
Purchasing Officer Secretary, Kerala Public Service Commission.

TERMS AND CONDITIONS.

1. The items to be supplied to the Office of the Kerala Public Service Commission, Pattom, Thiruvananthapuram-4.
2. Each Tender should be accompanied with a packet of OMR Sheets printed as per the specifications with atleast 10 Nos. of each alpha code, (A to D) Tenders without sample OMR Sheets will be summarily rejected.
3. The quality of paper for printing OMR Sheets should be adhered to for each consignment.
4. On acceptance, the tenderer must enter into a contract with the Kerala Public Service Commission for the supply of the above item as per requirement for a period of one year with the rate and conditions specified in the Tender. The period of contract will be one year from the date of first purchase order.
5. The tenderer should have the facility of 100% verification before supply. If any problem of verification of the timing marks and barcodes and any rejection or break down due to imperfect OMR Sheets, the consequent damages, if any will have to be borne by the supplier. The rejected sheets, if any, should also be scanned as per the procedure followed by the Commission at our premises within a time frame fixed by the Commission failing which the damages will be realized from the supplier.
6. The printing facility of the supplier should be ISO certified.
7. The printing of Bar Codes should be of extremely high quality. All the Barcodes

should be unique and tested by the supplier before it is supplied. Specimen copies of the printed OMR Sheets with Barcodes should be submitted along with the tender for assessing the quality of paper and printing. Tenders submitted with out sample OMR Sheets will be rejected. Instructions for printing sample OMR Sheets for Trial run will be issued along with Tender Forms.

8. The printing press must have the capability of printing over one lakh Barcodes in a day.
9. The payment will be made only after delivery of each consignment subject to certification by our consultants as to the quality of the materials supplied.
10. The rate quoted should be inclusive of all taxes and freight charges. All charges, taxes, duties, levies and special conditions, if any should be clearly indicated in the tender.
11. The commission reserve the right to visit the firm to assess the printing facility and security arrangements with or without prior notice.

SPECIAL CONDITIONS

1. OMR Sheets should be supplied in packets of 20 Sheets (5 Sheets of each alpha code A, B, C & D) in polythene cover in cartons of 1,000 sheets.
2. The range of Bar Code of each consignment to be intimated only to the “Additional Secretary (Examination), KPSC, Thiruvananthapuram-4” confidentially in double sealed cover marked “Confidential”.
3. The Format of OMR Sheet is subject to slight changes for each consignment.
4. All the Answer Sheets should be pre-checked through the scanner and a check report must be supplied along with each consignment.
5. A code string to be incorporated in the OMR sheets, at the specified position, such as “KPSC 201A-xxxxxx” where xxxxxx is a running number (Serial No.) starting from 000001.

OTHER DETAILS

1. Tender should be superscribed “Tender No. ES/01/2014 for the Supply of OMR Answer Sheets” and addressed to the Secretary, Kerala Public Service Commission, Thulasi Hills, Pattom Palace.P.O., Thiruvananthapuram, Kerala, Pin-695 004.
2. The Last date and Time for receipt of Tender Forms is 1 p.m. On 28/03/2014.
3. Late Tenders will not be accepted. No responsibility will be taken by the Commission for postal delay or non- delivery/non-receipt of tender documents.
4. The tenders will be opened at 3.p.m. on 28/03/2014 in the presence of the tenderes or their authorised representatives as may be present at that time.
5. Duplicate Tender Forms, if required, will be issued on remittance of Rs.1,995/- (1900+ VAT @ 5%).
6. Every Tenderer should send along with his tender an Earnest Money Deposit (EMD) @ 1% of the quoted amount by crossed Demand Draft payable at Thiruvananthapuram drawn in favour of the Secretary, Kerala Public Service Commission, Pattom Palace.P.O., Thiruvananthapuram-4. An agreement executed on Kerala Stamp paper worth Rs.100/- (Rupees One hundred only) shall be submitted along with the Tender, the details of which are available in the Tender Form itself.
7. The accepted tenderer shall deposit a security deposit @ 4% of the total value in addition to the 1% EMD (total 5% of the estimated cost). The EMD submitted by other Tenderer will be returned. The Security Deposit will be returned to the successful tenderer only after the completion of the period of supply.
8. Sale of Tender Forms will be closed at 12.00 Noon on 28/03/2014

9. The Tender Forms are not transferable.
10. The rate quoted should remain firm till the completion of the period of the contract. (One year from the date of first Purchase Order).
11. The right of the Commission to reject any tender in full or in part, without assigning any reasons thereof is reserved.

Sd/-

P.C.BINOY.

SECRETARY, KERALA PUBLIC SERVICE COMMISSION

Station: Thiruvananthapuram.

Date : 18/02/2014.