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KERALA PUBLIC SERVICE COMMISSION

Thulasi Hills, Pattom Palace P.O
Thiruvananthapuram – 695004
Dated :25.06.2010

No.9/2010

TENDER NOTICE

Sealed tenders are invited for the supply of **OMR Answer Sheets** 20 Lakh approximately with two Bar Codes as per the specifications given in the schedule of items on rate contract basis for a period of one year from the date of acceptance of the tender.

The tender should be superscribed “**Tender No.9/2010 for the supply of OMR Answer Sheets with Bar Codes and Laser Perforation**” and addressed to **the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram, Kerala, Pin-695 004**. Tenders will be received upto 1 p.m. on 11.08.2010 and will be opened at 3 p.m. on 11.08.2010 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/M.O./D.D. (in favour of the Secretary, Kerala Public Service Commission) for a sum of Rs.2250/- (Rupees Two thousand two hundred and fifty only) including ST and AST 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.1125/- (Rupees One thousand one hundred and twenty five only) per copy including ST and AST. The sale of tender forms will be closed at 3 p.m. on 10.08.2010 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, if they request the same and remit Rs.125/- (Rupees One hundred and twenty five only) separately i.e. Rs.100/- for Stamp Paper and Rs.25/- towards incidental expenses. Money Order alone will be accepted for this purpose.

**For SECRETARY
KERALA PUBLIC SERVICE COMMISSION.**

SCHEDULE OF ITEMS

| Sl. No. | Specification |
|---------|--|
| 1 | OMR Answer Sheets with Laser perforation and printed on both sides with the following specification. |
| 2 | Size: A4 |
| 3 | Weight: 100 to 105 gsm. |
| 4 | Printing Colour: Different colours for different formats. |
| 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 8 digit number. The Code 39 and Code 128 barcodes should be in different sequences. |
| 7 | Caliper: "0.0035 to 0.0080" |
| 8 | Pre-check: 100% prechecked with certification & database support |
| 9 | <u>Security features to be incorporated</u> |
| 1 | Opaque Test (Void Pantograph) in the space provided for Invigilator's Signature in Part "A" |
| 2 | Microprinting (Text: "KPSC-KPSC-KPSC.....") as specified in the specimen. |
| 3 | Invisible Printing: KPSC Logo to be viewed using Ultra-Violet Lamp. |

KERALA PUBLIC SERVICE COMMISSION **TENDER SCHEDULE**

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| Subscription | : Tender No.9/2010 for the Supply of OMR Answer Sheets with Bar codes and Laser Perforation |
| Last Date and Time of receipt of Tender | : 11.08.2010 1 p.m. |
| Date and Time for opening the tender | : 11.08.2010 3 p.m. |
| Date upto which the rates are to be firm | : Till the completion of the period of contract |
| Price of Tender Form | : Rs.2,250/- (inclusive of ST and AST) |
| Price of Duplicate Tender Form | : Rs.1,125/- (inclusive of ST and AST) |
| Closing Date for the sale of Tender Forms | : 10.08.2010 3 p.m. |
| Address of the Office from whom the Tender forms are to be obtained and to whom Tender Forms are to be forwarded | : The Secretary, Kerala Public Service Commission, Thiruvananthapuram, Pattom P.O Kerala, Pin-695 004. |
| Name and Designation of the Purchasing Officer | P.C. BINOY 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. Any decision on the acceptance of the Tender will be taken by the Commission only after getting printed certain number of copies of OMR Answer Sheets in a specified format from the printer and subject to the verification of the same by our consultants.
3. As the OMR Answer Sheets are intended for OMR scanning, the quality of paper insisted on, may be adhered to.
4. 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 from the date of acceptance of the tender with the same rate and conditions.
5. The Tenderer should have the facility of 100% verification before supply. If any problem on 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 Bar Codes should be unique and tested by the supplier before it is supplied. A specimen copy of the printed OMR Sheet with Bar Codes should be submitted along with the Tender for assessing the quality of paper and printing. Tenders submitted without sample OMR Answer Sheet will be rejected.
8. The printing press must have the capability of printing over one lakh Barcodes in a day.
9. The discount, if any, should also be specified in the tender.
10. 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.
11. 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.
12. The Commission reserve the right to visit the premises of the printer with or without prior notice.

SPECIAL CONDITIONS

1. To be supplied in Packets of 20 sheets in polythene cover in cartons of 1000 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.9/2010 for the Supply of OMR Answer Sheets with Barcodes and Laser Perforation" 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 11.08.2010
3. Late Tenders will not be accepted. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.
4. The tenders will be opened at 3 p.m. on 11.08.2010 in the presence of the tenderers or their authorised representatives as may be present at that time.
5. Duplicate Tender Forms, if required, will be issued on cash remittance of Rs.1,125/- per copy inclusive of ST and AST.
6. Every Tenderer should send along with his tender an Earnest Money deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) 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) may be submitted along with the Tender, the details of which are available in the Tender Form itself.
7. The Earnest Money Deposit will be returned to the supplier only after the completion of the period of supply.
8. Sale of Tender Forms will be closed at 3 p.m. on 10.08.2010.
9. The Tender Forms are not transferable.
10. The rate quoted should remain firm till the completion of the period of the contract.
11. The right of the Commission to reject any tender, in full or in part, without assigning any reasons thereof, is reserved.

**SECRETARY
KERALA PUBLIC SERVICE COMMISSION.**

Station: Thiruvananthapuram

Date: 25.06.2010.