



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5670917  
Dated/दिनांक : 06-12-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-12-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-12-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Statistics And Programme Implementation
Department Name/विभाग का नाम	Department Of Statistics And Programme Implementation
Organisation Name/संगठन का नाम	Indian Statistical Institute
Office Name/कार्यालय का नाम	Indian Statistical Institute Kolkata
Item Category/मद केटेगरी	Custom Bid for Services - OMR DESIGN PRINTING SCANNING CHALLENGE MANAGEMENT AND EVALUATION FOR ISI ADMISSION TEST 2025 2026 2027
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>Employee Skill Testing and Assessment Service</li><li>Scanning and Digitisation Service (Version 2)</li></ul>
Contract Period/अनुबंध अवधि	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	Yes
<b>RA Qualification Rule</b>	50% Lowest Priced Technically Qualified Bidders
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	1000000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	20000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	36

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लभार्थी :**

Chief Executive (A&F)  
Indian Statistical Institute, 203, B T Road, Kolkata-700108  
(Chief Executive)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

9. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:** [1733481806.pdf](#)

**Scope of Work:** [1733491390.pdf](#)

**Payment Terms:** [1733491392.pdf](#)

**GEM Availability Report ( GAR):** [1733491399.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
17-12-2024 15:00:00	Dean's Office, ISI, Kolkata

**Custom Bid For Services - OMR DESIGN PRINTING SCANNING CHALLENGE MANAGEMENT AND EVALUATION FOR ISI ADMISSION TEST 2025 2026 2027 ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	OMR DESIGN PRINTING SCANNING CHALLENGE MANAGEMENT AND EVALUATION FOR ISI ADMISSION TEST 2025 2026 2027
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Arunima Das	700108,Dean Office, 5th Floor, S.N. Bose Bhavan Indian Statistical Institute Kolkata 203, B.T. Road, Kolkata- 700108	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

**1. INTRODUCTION**

Indian Statistical Institute (ISI) is a premier academic institution devoted to research and teaching, and the applications of Statistics in the Natural and Social Sciences. Founded by Professor P.C. Mahalanobis in Kolkata on 17<sup>th</sup> December, 1931, the institute gained the status of an Institution of National Importance by an act of the Indian Parliament in 1959. The Headquarters of ISI is located in Kolkata and additionally, there are four centres located in Delhi, Bangalore, Chennai and Tezpur.

The Institute imparts higher education and conducts research in various disciplines of Science. It awards degrees and diplomas in various disciplines at the Undergraduate, Post-graduate and research levels. In order to admit students to its academic programmes, ISI conducts an all-India Admission Test every year.

The Institute is looking for a reputed agency with sound technical and financial capabilities, for providing services related to the OMR (Optical Mark Recognition) based part of its Admission Test 2025, 2026 and 2027, as detailed in the **Scope of Work** provided in Section 4 of this document.

Although the present bid is for three years, the contract will be evaluated annually, and on satisfactory performance, the same may be continued for the next year.

Interested bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding.

ng of its implications.

Bids (technical and financial) must be uploaded to the **GeM Portal** within the due date mentioned in the Fact Sheet provided in Section 2 of this document.

The pre-bid meeting for the tender will be held at **3:00 PM on 17 December 2024** in the Dean's Office of the Institute. Persons duly authorised by the potential bidders will be allowed to participate in the pre-bid meeting. Interested bidders may send their queries by email to [isiomr@isical.ac.in](mailto:isiomr@isical.ac.in) at least two days before the pre-bid meeting.

Any update or modification relating this NIT shall be given in GeM Portal as well as in the Institute website. Interested bidders are requested to kindly watch the Institute website regularly.

The Institute reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever. Any legal disputes relating to this tender is subject to jurisdiction of Calcutta High Court only.

**Preference to Make In India Products (for bids < 200 Crore):**

Preference shall be given to bidders as per public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

***Disclaimer***

*This Tender is not an offer by the Indian Statistical Institute but an invitation to receive offers from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by competent authority of the Indian Statistical Institute with the selected vendor.*

## 2. FACT SHEET

S. No	Particulars	Details
1	Tender Inviting Authority	Indian Statistical Institute
2	Tender ID	DS/2024-25/1072 dated 06 December 2024
3	Objective	To find a reputed Agency for design, printing, supply and evaluation of OMR sheets as well as the handling of (2-phase) challenges for the ISI Admission Tests 2025, 2026 and 2027.
4	Estimated Tender Value (for three years)	₹ 10,00,000 ( <i>Rupees Ten Lakh only</i> )

5	Earnest Money Deposit (EMD)	₹ 20,000/- ( <i>Rupees Twenty Thousand only</i> )
6	Tendering Platform	Government e Marketplace (GeM)
7	Publication of NIT	06 December 2024
8	Proposal Validity Period	180 days
9	Document Downloading Starts	07 December 2024
10	Pre-bid Meeting	Date: <i>17 December 2024 at 3:00 PM</i> Venue: <i>Dean's Office, ISI, Kolkata</i>
11	Last Date of Bid Submission	06 January 2025 (3:00 PM)
12	Opening of Technical Bids	07 January 2025
13	Uploading of Technical Bid Evaluation	13 January 2025
14	Opening of Financial Bids	14 January 2025
15	Award of Contract	The work order will initially be awarded for only one year i.e., for the ISI Admission Test 2025. On satisfactory performance, the work order may be renewed twice, each time for one year, to cover ISI Admission Test 2026 and 2027 on the same terms and conditions.
15	Security Deposit	Performance Bank Guarantee for a value equivalent to 5% of the total contract value issued by a nationalised bank or a scheduled commercial bank of India, valid for 36 months from the date of its submission.
16	Nodal Officer for the Tender	<i>Chairperson, OMR Processing Committee</i>  for ISI Admission Test 2025  e-mail: <a href="mailto:jsiomr@isical.ac.in">jsiomr@isical.ac.in</a>  Postal address: Dean's Office  Indian Statistical Institute 203 B T. Road, Kolkata 700108.  Phone: 033-25753111/ 9433442063

### 3. OMR PROCESSING FOR ISI ADMISSION TEST

The Institute has been outsourcing the tasks of designing, printing, supplying OMR sheets as well as handling of challenges (2-phase) by candidates and evaluating OMR based tests for ISI Admission Test in recent years.

The main stages involved in the OMR processing of the Admission Test are as follows:

- a) Design, printing and supply of OMR Sheet (in consultation with ISI)
- b) Develop and deploy a cloud-based Challenge Management System (CMS) for (1) answer key and (2) recorded response in OMR. The required cloud facility is to be provided by the service provider.
- c) Raster scanning (for archival and uploading in the CMS) of the OMR answer sheets.
- d) OMR scanning for evaluation of the OMR answer sheets.
- e) Evaluation and uploading of scanned OMR answer sheets and results of OMR based tests in the CMS.
- f) Management, through the CMS, of online challenge of answer keys and answers marked on OMR sheets, including receipt of fees and refund as applicable, and forwarding of challenges to ISI for resolution.

## 3.1. Overview

- Number of academic programmes in the admission process having an OMR based part: 20 (approx)
- Expected number of applicants: 15,000 – 18,000
- Expected number of appearing candidates: 10,000 – 15,000
- Guaranteed number of appearing candidates for which payment will be made: 10,000  
*If the number of appearing candidates exceeds the guaranteed number, the payment for the additional number will be calculated on pro rata basis.*
- Number of blank OMR sheets to be supplied: 20,000

**Note: This information is purely indicative in nature and only serves to give a preliminary idea of the requirements for the Admission Test 2025, 2026 and 2027. The actual numbers may, therefore, vary from those given above.**

## 3.2. Time Schedule for ISI Admission Test 2025

- Date of Admission Test: 11 May 2025
- Design of OMR sheet: 03 March 2025
- Supply of blank OMR sheets: 24 March 2025
- Scanning of OMR answer sheets with recorded response: 14-19 May 2025
- Handling of two-phase challenges on OMR-based test: 20-25 May 2025
- Finalisation of OMR-based test results: 27 May 2025



Notes:

1. The above dates are subject to change only in extreme situations beyond the control of the Institute.
2. During the renewal process of the work order, the Institute will intimate the service provider about the time schedule for Admission Test 2026 and 2027.

## 4. SCOPE OF THE WORK

This Scope of Work is divided into following two phases:

- Pre-Examination Phase
- Post-Examination Phase

### 4.1. Pre-Examination Phase

- The design of OMR sheet must be finalised by 70 days before the admission test ( [03 March 2025](#) for ISI Admission Test 2025 ) in consultation with ISI.
- The OMR sheets are to be printed on at least 105 GSM paper.
- Packaging of blank OMR sheets in sets of 25 in separate sealed polypacks.
- The entire lot of blank OMR sheets must reach the Dean's Office, Indian Statistical Institute, Kolkata by 50 days before the admission test ( [24 March 2025](#) for ISI Admission Test 2025 ).
- Demonstration of raster scanning, OMR scanning and evaluation system by 40 days before the admission test ( [31 March 2025](#) for ISI Admission Test 2025 ).
- Designing and development of cloud-based OMR Challenge Management System (CMS). A demonstration of the fully operational system must be given to ISI 30 days before the admission test ( [07 April 2025](#) for ISI Admission Test 2025 ).

### 4.2. Post-Examination Phase

- Raster scanning in colour of the OMR answer sheets at a minimum resolution of 150 dpi and handing over the OMR scanned images to ISI by 8 days after the admission test ( [19 May 2025](#) for ISI Admission Test 2025 ).
- Handling of two-phase challenges on OMR-based Test during 9<sup>th</sup> to 14<sup>th</sup> day after the admission test ( [20-25 May 2025](#) for ISI Admission Test 2025 ) that include
  - v Notification to candidates by SMS and email of opening of answer key challenge.
  - v Publication of Answer Keys to be provided by ISI in CMS and allowing candidates to challenge against payment through CMS.
  - v Immediate handover of the answer keys challenges to ISI for resolution.
  - v Uploading of final answer keys in the CMS.
  - v Notification to candidates by SMS and email of opening of recorded response challenge.

- v Uploading the OMR recorded responses in CMS and allowing candidates to challenge their recorded responses on OMR sheets against payment through CMS.
- v Immediate handover of the challenges to ISI OMR committee for resolution.
- Finalisation of OMR-based Test results by 16<sup>th</sup> day after the admission test ( 27 May 2025 for ISI Admission Test 2025).
- Refund of challenge fee (within 15 days) against valid challenges as decided by ISI and transfer the balance to ISI by 30 days after the admission test (10 June 2025 for ISI Admission Test 2025).
- Submission of report to ISI in the format and timelines specified by ISI.
- Archiving the entire data for future references.

**Notes:**

1. The OMR scanning device to be used must have the minimum scanning speed of 3500 sheets per hour. The make and model of the scanners must to be confirmed by 30 days before the admission test (03 April 2025 for ISI Admission Test 2025 ), together with a plan for backup facilities as a precautionary measure in handling unfavourable situations such as malfunctioning of relevant devices.
2. Required stationery, scanners and other necessary hardware, software, etc. must be arranged by the service provider, who should also keep arrangements for backup facility to handle situations due to possible malfunctioning of any of the equipment. Only office space, required furniture and electrical power will be provided by the ISI.
3. The entire process of sorting of OMR sheets, scanning and a backup of the scanned OMR sheets into a storage device, handing over of answer keys by ISI, scoring of OMR sheets, uploading of scores etc. will be conducted on site at the headquarter of ISI, Kolkata, under CCTV surveillance.
4. The service provider must prepare a detailed process manual to be handed over to ISI for approval at least one week before the date of admission test (30 April 2025 for ISI Admission Test 2025 ). A clear set of instructions for using the CMS must be made available to the applicants.
5. The service provider must provide documented inputs and support for handling candidates' queries , RTI, court cases, and related issues during the following one-year period for each of the admission tests 2025, 2026 and 2027.

## 5. EARNEST MONEY DEPOSIT (EMD)

- a) The bidders need to submit EMD of ₹20,000 (Rupees Twenty Thousand only) through NEFT or RTGS or Bank Transfer at the following account along with their bids, and transaction details are to be furnished as per Annexure-I.

Beneficiary : **Indian Statistical Institute**  
Account No. : **20571463899**  
Bank : **Indian Bank**  
Branch : **Baranagar Dunlop Bridge**  
IFSC Code : **IDIB000D682**

- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD as per GeM General Terms and Conditions. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after submission of the security deposit (see clause 12.4).

- d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender.
- e) No interest will be paid on the EMD (if any).

## 6. ELIGIBILITY CRITERIA

### 6.1. Technical Criteria

- a) The bidder must have been registered under the Indian Companies Act, 1956 on or before **31 March 2020** in the similar line of business.

*A copy of incorporation/establishment certificate is to be submitted.*

- b) The bidder must participate as a single entity. No consortium or group of companies will be allowed. Any deviation from this will be considered as a breach of contract and ISI will have no non-negotiable liberty to take necessary action against such activities.
- c) The bidder must have a full-fledged service office at Kolkata or its adjacent areas (in the districts North 24 Parganas, South 24 Parganas, Howrah and Hooghly).

*A copy of the address proof is to be submitted.*

- d) The bidder should be neither blacklisted by any Central/State Government/Public Undertaking/Institute any Government Dept., nor any criminal case registered/pending against the bidder or its owners/partners anywhere in India since **01 April 2020**.

*A duly completed notarised certificate to this effect is to be submitted as per Annexure-II.*

- e) The average annual turnover of the previous three financial years (2021-22, 2022-23 and 2023-24) should be **at least INR 40 lakhs**.

*Duly completed Annexure-III along with copies of duly signed profit & loss accounts and audited balance sheets are to be submitted.*

- f) The bidder must have successfully conducted OMR designing, printing and evaluation and online challenge management with online payment provision of "answer key" and "recorded response on OMR" for **a minimum of 10,000 candidates at least one in each of the previous three financial years (2021-22, 2022-23 and 2023-24)**.

*Duly completed Annexure-IV along with copies of work orders and work completion certificates issued by the clients or any proof of successful completion of the job are to be submitted.*

- g) The bidder, if selected, shall be single point of contact with ISI and shall be solely responsible for the execution and delivery of the work.
- h) The bidder should have all relevant facilities and logistics available to execute the work.
- i) Any revelation at a later date regarding suppression of facts will be considered to be breach of contract and the Institute will have full liberty to take appropriate action against the bidder concerned.

### 6.2. Technical Documents

#### 6.2.1. Statutory Documents

Following documents are to be provided.

- a) Firm Registration Certificate

- b) PAN Card
- c) GSTIN Certificate
- d) Address Proof of Bidder's Office in Kolkata or its adjacent districts (in the districts North 24 Parganas, South 24 Parganas, Howrah and Hooghly).
- e) Scanned Copy of this NIT (duly signed and stamped on each page).

### 6.2.2. Non-Statutory Documents

- a) Duly completed Annexure-I (self-declaration for acceptance of all terms & conditions of tender documents)
- b) Duly completed Annexure-II (notarised affidavit stating neither blacklisted nor having any criminal case registered/pending against the bidder since 01 April 2020)
- c) Duly completed Annexure-III (annual turnover details) along with *copies of duly signed profit & loss accounts and audited balance sheets*
- d) Duly completed Annexure-IV (experience details) along with *copies of work orders and work completion certificates issued by the clients or any proof of successful completion of the job.*
- e) Duly completed Annexure-V (company profile)
- f) Duly completed Annexure-VI (Bid Security Declaration)
- g) Duly completed Annexure-VII (eligibility & technical compliance sheet)

**N.B.:** If there is any deficiency in the Statutory or Non-statutory documents, the bid may be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable for rejection.

### 6.3. Financial Bid Details

- a) Bidders shall quote an all-inclusive price for complete support for OMR-based jobs (design, printing, supply and evaluation of OMR sheets as well as the handling of 2-phase challenges) for the ISI Admission Test 2025, 2026 and 2027 assuming that the number of appearing candidates to be 10,000 (ten thousand) and supply of 20,000 (twenty thousand) OMR sheets (irrespective of the number of candidates) in each year.

The quoted price must be in INR and should cover all related expenditures (travelling, material, contingency expenditure etc.) and GST for providing the service to Indian Statistical Institute.

*Although the bid is for three years, one third of the quoted value will be taken as the annual contract price for each of the admission tests 2025, 2026 and 2027.*

- b) If the actual number of appearing candidates exceeds 10,000 in a year, the payment for the additional number will be calculated on pro rata basis of the annual contract price.
- c) The selected bidder shall be fully responsible for all relevant claims made by any third party and shall also be responsible for all relevant expenses incurred by Indian Statistical Institute in any related litigation initiated by any third party.
- d) Conditional bids/offers will be summarily rejected.

Even though bidders may satisfy the above requirements, they may be disqualified if

- a) bidders have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document;

- b) there is any record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses;
- c) confidential inquiry reveals facts contrary to the information provided by the bidder;
- d) confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

## 7. PRE-BID MEETING

- a) Date: **17 December 2025 at 3:00 PM**  
Venue: Dean's Office, ISI, Kolkata
- b) Attending a Pre-Bid meeting of one/two representative(s) of each prospective vendor with the designated Committee of ISI is encouraged for submission of e-Tender. Interested parties should preferably inform by email to [isiomr@isical.ac](mailto:isiomr@isical.ac) in at least two days before the date of the meeting.
- c) Tender documents should be downloaded before Pre-Bid meeting.
- d) The bidders' designated representatives (at most two), duly authorised, may attend the Pre-Bid meeting either in person or through video conferencing (if feasible), before submission of their Bid, at their own cost, which will be held at a venue and time mentioned in the fact sheet of this document.
- e) The purpose of the meeting is to clarify issues and to answer questions on any matter that may be raised at that stage. The vendors are requested to submit their queries, if any, regarding the terms & conditions, specifications and other allied technical details of the item under indent. Interested vendors should send their queries by email, no later than two (02) working days before the Pre-Bid meeting to [isiomr@isical.ac.in](mailto:isiomr@isical.ac.in).
- f) ISI will take appropriate decision regarding making necessary amendment(s)/addendum to this Tender Document as an outcome of the deliberations in the Pre-Bid meeting.
- g) It may not be possible to answer queries that are received late at the Pre-Bid meeting.
- h) Once the Pre-Bid meeting is over and issues are clarified, no query or objection or complaint will be entertained in connection with this tender notice.

## 8. SUBMISSION OF BID

**8.1. Folder-1:** The file should be saved in a PDF version and should comprise of scanned copies of the following items:

- Firm Registration Certificate as per clause no. 6.2.1 (a).
- PAN Card as per clause no. 6.2.1 (b).
- GSTIN Certificate as per clause no. 6.2.1 (c).
- Address Proof of Bidder's Office in Kolkata or its adjacent districts as per clause no. 6.2.1 (d).
- Scanned Copy of this NIT (duly signed and stamped on each page) as per clause no. 6.2.1 (e).

**8.2. Folder-2:** The file should be saved in a PDF version and should comprise of scanned copies of the following items:

- Duly Completed Annexure-I as per clause no. 6.2.2 (a).
- Duly Completed Annexure-II as per clause no. 6.2.2 (b).
- Duly Completed Annexure-III with supporting documents as per clause no. 6.2.2 (c).
- Duly Completed Annexure-IV with supporting documents as per clause no. 6.2.2 (d).
- Duly Completed Annexure-V as per clause no. 6.2.2 (e).
- Duly Completed Annexure-VI as per clause no. 6.2.2 (f).
- Duly Completed Annexure-VII as per clause no. 6.2.2 (g).

### **8.3. The bidders should quote their price for three years (to cover ISI admission test 2025, 2026 and 2027) in the GeM Portal.**

As mentioned in clause 6.3(a), one third of the quoted value will be taken as the annual contract price for each of the admission tests.

## **9. OPENING AND EVALUATION OF TENDER**

### **9.1. Technical Bid**

- If there is any deficiency in the Statutory or Non-statutory documents, the tender may be summarily rejected. During evaluation, the committee may seek clarification/information or additional documents. If these are not produced within the stipulated period, the bid may be liable for rejection.
- After verification of the technical bid evaluation summary, it will be uploaded on the GeM portal which will become known to the bidders instantaneously.

### **9.2. Financial Bid**

- Financial bid of technically eligible vendors will be opened electronically from the GeM portal on or after the prescribed date, and time and the outcome will become known to the bidders instantaneously.
- **The GeM recommended lowest (L<sub>1</sub>) bidder will be winner of the tender.**

## **10. IMPORTANT INSTRUCTIONS**

- The selected agency shall obtain declaration from their personnel (employed by them for the work) that none of them have any near relations appearing in the ISI Admission Test 2025, 2026 and 2027.
- The CMS should be properly tested for features and functionalities in respect of Performance, Security, Usability, Availability, and Disaster-Recovery.
- The selected agency should be able to support the entire solution on a 24 x 7 basis with a maximum response time of 3 hours.
- The selected agency must sign an Agreement with ISI within one week of the issue of the work order. This will have a designated section on non-disclosure of any type of data related to this work to a third party at any time without permission from competent authority of ISI.

## **11. GENERAL INFORMATION**

The bidders are advised to attach any additional information, which they consider to be necessary to establish that they are capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after t

ender document is submitted, unless ISI calls for it.

Even though bidders may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or are not able to understand the scope of work, etc.

All disputes arising with respect to the bid document shall be subject to the jurisdiction of appropriate court of Kolkata, West Bengal, India, alone and shall be governed by the law of India. ISI reserves the right to award the work/cancel the award without assigning any reason. In case of differences regarding the bid document, if any, the decision of ISI shall be final. Although the contract is for three years, the performance will be evaluated annually. On unsatisfactory performance, the contract will be terminated.

The payment shall be made annually in Indian Rupees only after successful completion of work. The selected bidder must sign an agreement on non-judicial stamp paper that shall contain clauses related to liquidated damages because of delays, errors, cost and time overruns etc.

**Even though bidders may satisfy the above requirements, they may be disqualified for the following reasons:**

- If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
- If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- If confidential inquiry reveals facts contrary to the information provided by the bidder.
- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- If bidder is engaged in any activity that can influence the conduct of exam such as conducting of coaching classes etc.

## **12. APPOINTMENT OF SUCCESSFUL BIDDER**

### **12.1. Award Criteria**

The Institute will award the contract to the GeM recommended lowest (L<sub>1</sub>) bidder.

### **12.2. Award of the Assignment**

- a) The selected agency will have to furnish the required Bank Guarantee from a nationalised bank for an amount equivalent to 5% of the contract value within seven working days from the date of issue of the work order. The Bank Guarantee must be valid for a period of 36 months from the date of its submission. If any renewal of the Bank Guarantee is required, that will be the sole responsibility of the selected agency.
- b) If the selected agency does not complete the formal agreement which includes furnishing of the required Bank Guarantee and acceptance of the assignment within a week from the date of the work order, such non-compliance will constitute sufficient ground for cancelling the work order and processing the case for further action against the selected agency as per the Bid Security Declaration Form (see Annexure VI).

### **12.3. Right to Accept/Reject Proposal(s)**

ISI reserves the right to accept or reject any proposal, and to annul the tendering process/Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ISI action.

### **12.4. Security Deposit**

- a) The selected agency will have to deposit the performance security of the amount 5% of the Contract Value within 15 days on receipt of purchase order, in the form of Performance Bank Guarantee valid for a period of 36 months from the date of its submission. The Institute will n

not pay any interest on the deposit.

- b) The Security deposit will be refunded to the agency, after it duly performs and completes the contract/warranty period in all respect.
- c) The Security deposit will be forfeited if the agency fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the agency fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) The Institute may reject the bid in the event that the bid is accepted but the successful bidder fails to furnish the performance security deposit or fails to execute the contract agreement.

## 12.5. Service Agreement

After the Institute notifies the selected agency that its proposal has been accepted, a Service Agreement will be signed between the Institute and the agency on non-judicial stamp paper of ₹50/- or above, incorporating all clauses as mentioned in the tender document.

## 12.6. Annual Contract Price

As the bid is for three years covering three admission tests, one third of the quoted value will be taken as the annual contract price for each of the admission tests. On the other hand, if the actual number of appearing candidates exceeds the guaranteed number (i.e., 10,000) in a year, the payment for the additional number of candidates will be calculated on pro rata basis of the annual contract price.

*For example, if the quoted value is ₹9,00,000/-, the annual contract price will be ₹3,00,000/-. Further, if the number of appearing candidates is 11,000 in the year, the bill amount for the year would be ₹3,30,000/-. Obviously, if the number of appearing candidates is 10,000 or less in the year, the bill amount for the year would be ₹3,00,000/- only.*

## 12.7. Contract Period

Although the present bid is for three years, the contract will be for three years but the work order will initially be issued for one year only to cover the ISI Admission Test 2025. The performance will be evaluated annually, and on satisfactory performance (as decided by the competent authority), the work order may be renewed for the next year to cover ISI Admission Test 2026/2027. The following procedures will be adopted for the said renewal of contract:

- The service provider will have to write to the Dean of Studies of the Institute by **30<sup>th</sup> November of the previous year** (e.g., 30<sup>th</sup> November 2025 for ISI Admission Test 2026) expressing its interest for the renewal of the contract under the same terms and conditions.
- The Dean of Studies will inform the time schedule and overview of the next admission test to the service provider by **15<sup>th</sup> December of the previous year** (e.g., 15<sup>th</sup> December 2025 for ISI Admission Test 2026). Note that the number of academic programmes having OMR part in the respective admission process may be increased/decreased by three (maximum).
- The service provider will then convey its acceptance of the time schedule and overview of the next admission test to the Dean of Studies by **22<sup>nd</sup> December of the previous year** (e.g., 22<sup>nd</sup> December 2025 for ISI Admission Test 2026)
- The Dean of Studies will issue the letter of continuation for the said admission test by **7<sup>th</sup> January of the same year** (e.g., 7<sup>th</sup> January 2026 for ISI Admission Test 2026).

If the service provider conveys its unwillingness within the above mentioned timeline (i.e., **30<sup>th</sup> November of the previous year**) to continue the contract, the performance bank guarantee will be returned to the service provider within one month of its request for the same.

## 12.8. Payment and Penalty

The payment to the service provider shall be made annually (in respect to an ISI admission test)



in Indian rupees and shall be paid only after the successful completion of the entire work of the respective admission test as per the schedule, without any discrepancies. No advance payments shall be made. The contract agreement shall contain penalty clauses related to liquidated damages on account of delays, errors, cost and time overruns, etc.

In case of non-fulfilment of the agency's specific obligation as under the Agreement, which non-fulfilment leads to data loss/non-compliance of event-based log/data saving. The agency shall indemnify ISI to the extent of any loss suffered by ISI because of such data loss/non-compliance of event-based log/data saving. However, the total liability of the agency under this clause as well as under any other clause of the Agreement shall be limited to total amount payable by ISI to the agency (under the terms of the Agreement), provided, however, that this limitation shall not apply to any liability for damages arising from willful misconduct or negligence.

## **Consequences of default and Penalty Clause**

Any report non-acceptable to ISI for lack of professional quality and any breach of the Terms of Agreement will be treated as Events of Default.

On the occurrence of any of the event of default on the part of the selected agency, ISI may terminate this Agreement, invoke the bank guarantee, and refuse to make any payment.

The amount of liquidated damages shall be recovered from the payment to be made to the selected agency. In case of default other than delay, the Institute shall terminate the Agreement by giving a short notice of 2-4 days depending upon the seriousness of the prevailing scenario to be decided by the ISI and may assign the work to some other agency at its discretion.

If the performance of the selected agency during the period of providing the service is not found to be satisfactory, the Agreement can be terminated and the bank guarantee will be invoked.

The schedule of providing the service and delivery of various evaluation reports as per Work Order is to be strictly adhered to. In case there is any delay either in the delivery or in successful completion, the selected bidder shall be liable to pay at the rate of 1.0% of the total value of the Tender per day or part of a day during which the delivery of such services/goods is delayed. However, if the delay is more than a week in submission of the reports, the penalty will be imposed at the rate of 10% of the Tender value. Under such eventuality, the penalty will be deducted out of the amount to be released to the selected agency. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by ISI. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.

For factors beyond the control of the agency in the completion of assignment (Force Majeure), suitable extension in time may, however, be granted at the request of the agency.

## **12.9. Fraudulent and Corrupt Practices**

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the OMR evaluation process. Notwithstanding anything to the contrary contained in this NIT, ISI shall reject a proposal without being liable in any manner whatsoever to the bidder, if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, ISI shall, without prejudice to its any other rights or remedies, will suspend and/or debar and/or blacklist the bidder for a period of three years from the last date of bid submission (as mentioned in this NIT), as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the NIT, including consideration and evaluation of such bidder's proposal.

## **12.10. Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or ISI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected bidder or ISI shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, ISI shall make payment for all the services rendered by the selected bidder till such date of termination of contract.

## 12.11. Proprietary Rights

All rights, title and interests in and to the Services Environment and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and ISI shall not be entitled to claim any rights therein. All rights, title and interests in ISI Data shall always remain with ISI. ISI agrees that the selected bidder shall have the right to list ISI name in its marketing material and use ISI logo with respect to such listing and for reference purposes. ISI acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the selected bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.

## 12.12. Dispute Resolution

In the event of any dispute arising between the parties, the same shall be referred to the Director, Indian Statistical Institute, whose decision shall be final and binding on the parties.

### **Dr. Deba Prasad Mandal**

*Chairperson*

OMR Processing Committee

for ISI Admission Test 2025

Indian Statistical Institute

203 B. T. Road

Kolkata 700108.

E-mail : [isiomr@isical.ac.in](mailto:isiomr@isical.ac.in)

Phone : 033-25753111/ 9433442063

## ANNEXURE - I

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## **UNDERTAKING**

To

The Dean of Studies

Indian Statistical Institute

203 B. T. Road

Kolkata 700108.

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024

(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management and Evaluation for ISI Admission Test 2025, 2026 and 2027)

Sir,

1. I/we hereby submit our tender for OMR Scan and Challenge Management for ISI Admission Test 2025, 2026 and 2027 along with other required documents.
2. This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/we also agree to accept corrigendum/corrigenda that may be published in future. My/our tender is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the Indian Statistical Institute, Kolkata.
4. My/our offer will remain valid for 180 days from the date of opening of tender.
5. I/we further undertake that the information submitted in this tender is true and correct in all respects and I/we hold my/our responsibility for the same.
6. I/we shall be responsible for rejection and/or cancellation of contract if our performances are not up to the mark.
7. I/we shall be liable for legal proceedings if our performances are found sub-standard or not in accordance with the specification published in the tender.
8. I/we agree that the payment will not be made for the work not carried out in any of the above areas.
9. I/we declare that I/we am/are not participating in this tender as a single entity and not as consortium or group of companies.

Thanking you

Yours faithfully,

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

**ANNEXURE - II**

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**NOTARIZED AFFIDAVIT**

(to be provided on letter head of the Bidder)

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024  
(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management  
and Evaluation for ISI Admission Test 2025, 2026 and 2027)

I hereby certify that my/our firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India since 01 April, 2020.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

### ANNEXURE – III

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## **ANNUAL TURNOVER**

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024  
(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management  
and Evaluation for ISI Admission Test 2025, 2026 and 2027)

<b>Bidder's Annual Turnover for last three Financial Years</b>		
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover in INR</b>
1	2021-22	
2	2022-23	
3	2023-24	

Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet) are to be attached along with this Annexure.

Date:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

Place:

## ANNEXURE - IV

-

## **EXPERIENCE DETAILS**

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024

(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management and Evaluation for ISI Admission Test 2025, 2026 and 2027)

<p align="center"><b>List of Completed OMR Processing Contracts</b>  <i>(OMR Design, Printing, Scanning, Evaluation and Challenge Management)</i></p>					
S l.  N o .	Name of the Client with contact details	Order No. & Date	Duration		Contract Value
			From	To	
1					
2					
3					
4					
5					

Note: Supporting documents (work orders and work completion certificates issued by the clients or any proof of successful completion of the job) are to be attached along with this Annexure.

Date:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

Place:

ANNEXURE - V

# COMPANY PROFILE

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024

(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management  
and Evaluation for ISI Admission Test 2025, 2026 and 2027)

Name of the Party		
Date of Incorporation/Establishment		
PAN Number		
GST Identification Number		
Office Postal Address		
Local (Kolkata) Office Address		
Authorised Signatory Details (Company/Firm Authorisation by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorised Signatory	Name	
	Designation	
	Email	
	Phone	
Contact Details of the In-charge of Kolkata Office	Name	
	Designation	
	Email	
	Phone	

Date:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

Place:

## ANNEXURE - VI

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### **BID SECURITY DECLARATION**

(to be provided on letter head of the Bidder)

To

The Dean of Studies

Indian Statistical Institute

203 B. T. Road

Kolkata 700108.

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024

(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management  
and Evaluation for ISI Admission Test 2025, 2026 and 2027)

Sir,

I/we accept that if I/we withdraw or modify my/our bid during the period of validity, or if I/we am/are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in this request for proposals document, I/we will be suspended for the period of three years from the last date of Bid Submission, as mentioned in this NIT, from being eligible to submit Bids/ Proposals for contracts with the Indian Statistical Institute.

Thanking you



Yours faithfully,

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

## ANNEXURE - VII

# **ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET**

Ref: - Tender No. DS/2024-25/1072 dated 06 December 2024

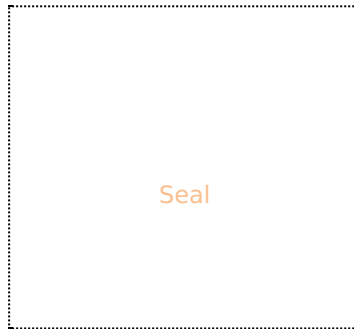
(Notice Inviting Tender for OMR Design, Printing, Scanning, Challenge Management  
and Evaluation for ISI Admission Test 2025, 2026 and 2027)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance by the Bidder (Yes /No.)</b>	<b>Page No. in the Bid</b>
1	Incorporation/Establishment Certificate as per tender clause no. 6.2.1.a)		
2	PAN Card as per clause no. 6.2.1.b)		
3	GST Registration Certificate as per clause no. 6.2.1.c)		
4	Address Proof of Kolkata Office as per clause no. 6.2.1.d)		
5	Signed NIT as per tender clause no. 6.2.1 e)		

6	Undertaking as per tender clause no. 6.2.2.a) [Annexure-I]		
7	Notarised Affidavit as per tender clause no. 6.2.2.b) [Annexure-II]		
8	Annual Turnover as per tender clause no. 6.2.2.c) [Annexure-III]		
9	Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents of Annexure-III		
10	Experience details as per tender clause no. 6.2.2.d) [Annexure-IV]		
11	Work Orders and Work Completion Certificates as supporting documents of Annexure-IV		
12	Company Profile [Annexure-V]		
14	Bid Security Declaration [Annexure-VI]		

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

Email:

### 3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**