

No.10700/2012/A-2, Dated: 19-03-2012

**TENDER DOCUMENT  
FOR  
SUPPLY, SCANNING & EVALUATION OF OMR ANSWER SHEETS**

**Date of Issue : 19-03-2012**

**Tender Document Available : ACCOUNTS OFFICER-IV, 4<sup>th</sup> Floor,  
O/o. The Principal Chief Conservator of Forests,  
Saifabad, Aranya Bhavan,  
Hyderabad-500 004.**

**From: 20-03-2012 to 03-04-2012 (5PM)**

**Late Date of Submission : 15.00 Hrs on 04-04-2012.**

**Date of Opening : 16.00 Hrs on 04-04-2012.**

**Principal Chief Conservator of Forests,  
Aranya Bhavan,  
Saifabad, Hyderabad- 500 004.**

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Principal Chief Conservator of Forests,  
Aranya Bhavan, Saifabad,  
Opp: R.B.I., Hyderabad-500 004.

**SECTION - I**  
**NOTICE INVITING TENDER**

TENDER NO. & DATE : No. 10700/2012/A-2, Dated: 19-03-2012

DUE DATE OF RECEIPT : 03-04-2012 UPTO 15.00 HOURS.

DATE OF OPENING : 04-04-2012 16.00 HOURS.

VENUE OF TENDER OPENING : CONFERENCE HALL, 6<sup>th</sup> Floor,  
O/o. Principal Chief Conservator of Forests,  
Saifabad, Aranya Bhavan, Hyderabad-500 004.

ON BEHALF OF PRINCIPAL CHIEF CONSERVATOR OF FORESTS (HEAD OF FOREST FORCE)  
SEALED TENDERS UNDER TWO BID SYSTEMS ARE INVITED FOR SUPPLY, SCANNING AND  
EVALUATION OF OMR ANSWER SHEETS.

**1. ELIGIBILITY CONDITIONS**

- 1.1 The tenderer should have a minimum average turnover of Rs. 50 lakhs per year in the last three financial years (Proofs to be enclosed).
- 1.2 The tenderer should possess/have at least two scanning machines, each having a processing capacity of not less than 2000 sheets per hour.
- 1.3 He must demonstrate capability to increase the capacity by installing more such machines at short notice in order to complete the scanning work.
- 1.4 Experience of supplying, Scanning and Evaluation of OMR answer sheets for a period of at least two years in a block of last three years, with minimum scanning volume of at least 2.0 lakh sheets per year (proof to be enclosed).

2. INTENDING BIDDERS MAY OBTAIN THE COPY OF THE TENDER DOCUMENT FROM THE ACCOUNTS OFFICER-IV, 4<sup>th</sup> floor, O/O PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HYDERABAD along with sample copy of OMR answer sheet ON THE PAYMENT OF RS. 500/- (RUPEES FIVE HUNDREDS ONLY) WHICH IS NON- REFUNDABLE, WITH EFFECT FROM 20-03-2012 to 03-04-2012 (5pm) BETWEEN 11.00 HRS AND 17.00 HRS ON ALL WORKING DAYS. THE PAYMENT WILL BE ACCEPTED IN THE FORM OF CROSSED DEMAND DRAFT/BANKERS CHEQUE, DRAWN ON ANY SCHEDULED BANK IN HYDERABAD, IN FAVOUR OF ACCOUNTS OFFICER-IV, O/O PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HYDERABAD

TENDER DOCUMENT IS ALSO AVAILABLE ON APFD WEBSITE AT [//forest.ap.nic.in//](http://forest.ap.nic.in) FOR THE INFORMATION OF THE BIDDERS.

THE BID WILL NOT BE ACCEPTED WITHOUT THE PROOF OF PAYMENT OF COST OF TENDER DOCUMENT. TENDERS RECEIVED WITHOUT EMD IN PRESCRIBED FORM WILL BE SUMMARILY REJECTED.

**Addl. Principal Chief Conservator of Forests (HRD)**  
**O/o. Principal Chief Conservator of Forests,**

## SECTION - II

### INSTRUCTION TO BIDDERS

Subject: Tender document for Supply, Scanning & Evaluation of OMR Answer Sheets.

#### 1. SCOPE OF WORK

1.1 Supply and Supply of Answer Sheets readable on OMR system to APFD in the format (specification & design) decided by APFD and delivered at APFD's premises or to its representative(s) within the schedule prescribed by APFD from time to time.

1.2 Since the OMR answer sheets are having provisions for the examinations in two subjects the bidders are informed that while evaluating OMR answer sheets they will have to evaluate both the subjects separately for the subject wise performance.

1.3 Scanning/Evaluation of OMR Answer Sheets shall be carried out in the premises of APFD i.e., O/o Principal Chief Conservator of Forests (HRD), Saifabad, Aranya Bhavan, Hyderabad- 004 for which purpose the company/firm shall bring adequate number of OMR Scanners, each having a speed capacity of processing not less than 2000 (two thousand) answer sheets per hour. Further, the scanning machines should :

- (A) Capture mark sense (bubbles, checks, tick marks)
- (B) Discriminate between smudges and erasures and valid marks
- (C) Capture images of entire answer sheets.

Additionally, the successful vendors should be in a position to provide equipment capable of reading bar code numbers which will be used by APFD.

1.3.1 The data so prepared has to be 100% error free.

1.3.2 The machine should be heavy duty capable of working for at least 6 hours a day.

1.3.3 Depending upon the volume of OMR sheets to be scanned, the number of machines to be deployed may need to be increased.

1.3.4 The whole scanning activity in respect of each assignment has to be completed within the period stipulated by APFD.

1.3.5 The captured data has to be stored in a database; a complete image of the OMR sheet has to be stored in the database.

1.3.6 Any kind of data discrepancy has to be sorted out by the firm using the scanned image in the presence of APFD's representative(s).

1.3.7 The firm shall provide back-up data on pen drive or CD or in such form as may be specified by APFD, immediately after completion of Scanning/Scoring of answer sheets.

1.3.8 The firm shall extract such data and in such form, as may be desired by APFD, from the captured data for different purposes including item analysis.

- 1.4 The approximate number of OMR answer sheets for supply , scanning and evaluation is around 50000 however the actual number will be intimated during the time of placing order.
- 1.5 The bidder shall ensure secrecy and safety of data and design of OMR answer sheets used by APFD or any information supplied to the bidder by the APFD for the supply of OMR answer sheets. Any deviation will warrant criminal proceedings in court of law and forfeiture of performance security.
- 1.6 The bidder shall ensure supply of high quality Answer sheets as per specifications/sample OMR answer sheets within prescribed time limits mentioned in the supply order. The bidder shall also ensure all quality checks to ensure compliance and 100% defect free answer sheets.
- 1.7 If required, the bidder shall design/redesign the OMR answer sheets as per the requirement of APFD from time to time with no cost to APFD.
- 1.8 The safety, accuracy and security of the OMR answer sheets while printing and during transit, at the time of making delivery shall be the responsibility of the bidder. The bidder will be required to furnish declaration of this effect to the APFD. For any lapse in security, inaccuracy or mishandling/misuse of answer sheets penalty equal to 100% of the order value payable to the bidder will be imposed and contract will be terminated entailing forfeiture of Security Deposit, in addition to any other action as deemed fit by APFD.

## **2. PRE-QUALIFICATION CRITERIA (ELIGIBILITY CONDITIONS)**

- 2.1 The tenderer should have a minimum average turnover of Rs. 50 lakh per year in the last three financial years (Proofs to be enclosed)
- 2.2 The tenderer should possess/have at least two scanning machines, each having a processing capacity of not less than 2000 sheets per hour.
- 2.3 He must demonstrate capability to increase the capacity to install more such machines at short notice in order to complete the scanning work as per APFD's schedule.
- 2.4 Experience of Supply, Scanning and Evaluation of OMR answer sheets for a period of at least two years in a block of last three years, with minimum scanning volume of at least 1.0 lakh per year (proof to be enclosed).
- 2.5 Certificate regarding 'Satisfactory Work Done' received from the concerned Departments/ PSUs/Organizations should be submitted along with the bid.
- 2.6 Bidder should have registration for Service Tax/PAN/VAT(proof to be enclosed).

## **3. SUPPLY REQUIREMENT / DELIVERY SCHEDULE**

- 3.1 Schedule of delivery will be indicated by APFD for each job/project. It may be kept in mind that time is the essence of this contract. Tenderers may note that award of work will be on a project to project basis - one project being one examination. There may be

overlapping of projects in which case the Tenderer will have to ensure that there is no mix up of material in respect of the two examinations.

### 3.2 Penalty for Supply, Scanning and Evaluation of OMR Answer Sheets:

(a) For each day of delay beyond the scheduled date of completion up to one week - Rs.5000/- per day.

(b) For each day of delay beyond the scheduled date of completion after one week - Rs.10,000/- per day. Such penalty will be liveable for Supply and Scanning/Evaluation works separately.

## 4. EARNEST MONEY DEPOSIT (EMD)

4.1 The bidder shall furnish, as part of his bid, a bid security of Rs. 20,000/- in form of Demand draft in favour of **ACCOUNTS OFFICER-IV, O/O PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HYDERABAD**

4.2 The bid security is required to protect the APFD against the risk of bidder's conduct, which would warrant the security's forfeiture.

4.3 The bid security shall remain valid for a period of **180 days** from the date of tender opening.

4.4 A bid not secured with EMD shall be rejected summarily by the APFD as nonresponsive at the bid opening stage and returned to the bidder along with unopened envelop of Financial bid.

4.5 The bid security of the unsuccessful bidder will be discharged/ returned as promptly as possible but not later than 30 days after the expiry of the period of the bid validity prescribed by the APFD.

4.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the Letter of Intent and furnishing the performance security.

4.7 The bid security may be forfeited:

a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form.

b) In the case of successful bidder, if the bidder fails to sign the contract or fails to furnish performance security.

c) of the Bidder Fails or refuses to honour his own quoted price.

d) In all the above cases, the bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent.

## 5. FORMAT AND SIGNING OF BID

5.1 The bidder shall prepare a complete set of original bid and one copy of the same clearly mentioning as original and copy. The bids shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or a person duly authorized on

each page to bind the bidder/contractor. In case of any discrepancy, the original bid shall prevail. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid.

5.2 The over writing erasures in the bid made by the bidder shall be signed by the person signing the bid.

## 6. SUBMISSION OF BIDS

The Tenderer shall submit the sealed bid containing two separate sealed covers as prescribed below addressed to **Principal Chief Conservator of Forests, Saifabad, Aranya Bhavan, Hyderabad- 500 004** by 1500 hrs. on or before **04-04-2012** in the tender box kept at **2<sup>nd</sup> Floor, Divisional Forest Officer, O/o Principal Chief Conservator of Forests, Saifabad, Aranya Bhavan, Hyderabad- 500 004**. APFD will not be responsible for any delay in receipt of bids. Any bids received after the closing date and time shall not be entertained. In case, the closing date of submission of bid happens to be a holiday due to unforeseen reasons, the bids will be received and opened on the next working day at the same time.

7.1 The first sealed cover should contain.

7.1.1 Confirmation of understanding the Scope of supply, specification and other terms & conditions and details of procedure, quality checks to be undertaken by the firm to meet the required quality and delivery schedule, payment terms etc.

7.1.2 A list of Plant & Machinery available to undertake the work.

7.1.3 Bid Security (Earnest Money Deposit) of **Rs 20,000/(Rupees Twenty Thousands Only)** for supply, scanning and evaluation of OMR Answer Sheets in the form of a Bank Draft/Pay order only payable to the **Account Officer-IV, O/o. Principal Chief Conservator of Forests, A.P., Hyderabad**. Bid Security should be in a separate cover and should not be sealed.

7.1.4 Copies of IT returns and audited accounts of last preceding three years.

7.1.5 A list of similar work undertaken in the past two years for supply of OMR Answer Sheets and scanning and evaluation of the same executed by the Tenderer (firm) to Organizations.

7.1.6 The envelop should be superscripted **"Technical Bid for Supply, Scanning and Evaluation of OMR Answer Sheets"**.

7.2 The second sealed cover shall contain the **"Financial Bid"**. The envelop should be superscripted **"Financial Bid for supply, scanning and evaluation of OMR Answer Sheets"**. The **"Financial Bid"** would be opened only of those tenderers whose technical bids are found to be in conformity with prequalification criterion of the tender and found to be capable of undertaking the work. The date and time of opening of Financial Bids will be intimated to the shortlisted tenderers after the finalisation of technical bid.

## 8. BID OPENING

APFD shall open bids in the presence of bidders or their authorized representative(s) who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (FORMAT is given in Annexure III - Section V).

## 9. EVALUATION

- 9.1 APFD shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- 9.2 Prior to detailed evaluation, APFD will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by APFD.
- 9.3 APFD shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of items supplied inclusive of all levies and charges as indicated in the price schedule in section V of the bid document.
- 9.4 Arithmetical errors shall be rectified on the following basis: If there is a discrepancy between the rate and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by APFD. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 9.5 The bids shall be evaluated as a 'Package' consisting of supply, scanning and evaluation of OMR Answer sheets indicated in the Price Schedule in Annexures V of Section V. The bids shall be ranked accordingly.

## 10. EMPANELMENT/AWARD OF CONTRACT

- 10.1 The lowest evaluated bidder shall be designated as L1 for the purpose of order. APFD shall consider placement of letter of intent to the L1 bidder whose offers has been found technically, commercially and financially acceptable. The bidder shall, within 10 days of issue of Letter of Intent, give his acceptance along with performance security in Annexure-VIII.
- 10.2 APFD reserves the right to enlist 2 firms/bidders whose offers have also been found technically, commercially and financially responsive and work can be given to any one of the enlisted firms at L-1 quoted/approved rates.
- 10.3 APFD will empanel 2 successful firms/bidders among the substantially responsive bidders for a given period. The supply, scanning and evaluation jobs can be given to a successful bidder who can execute quality works within a tight schedule as and when required at L-1 quoted/approved rates.



## **11. RIGHT TO VARY QUANTITIES**

APFD reserves the right at the time of award of contract to increase/decrease based on actual filed requirement without any change in the rates of the offered quantity or other terms and conditions.

## **12. SIGNING OF AGREEMENT**

12.1 Signing of Agreement shall construe the award of contract on the bidder.

12.2 Upon the successful bidder furnishing the Performance Security, APFD shall discharge the EMD of the bidder.

## **13. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the terms and conditions of bid document shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event APFD may make the award to any other bidder at the discretion of APFD or call for new bids.

## **14. PERIOD OF VALIDITY OF BIDS**

14.1 The bid shall remain valid for **180 days** from the date of opening of bids. A bid valid for a shorter period shall be rejected by APFD as non-responsive.

14.2 Any bidder found to be supplying sub-standard/duplicate/spurious products will be summarily black-listed and its Performance Security will be forfeited.

14.3 APFD reserves the right to accept or reject any bid in full or in part without assigning any reasons thereof. The decision of APFD in this regard shall be final & binding on the firm.

## **15. PACKING INSTRUCTIONS**

"The Firm will also ensure that the answer sheets are packed in two covers i.e. first in a polythene envelope and then this polythene envelope should be put in a paper envelope. The Paper envelope to be sealed with tamper proof proper seal, a specimen of which should accompany the invoice/bill. A label indicating the serial number of the OMR sheets kept in the envelope may be pasted on the outer envelope. The packing and seal should be such as to withstand the hazards of transportation and climatic conditions and as per APFD's instructions. Special care should be taken in numbering of the answer sheets, so as to avoid sheets with duplicate numbers, without numbers, etc. Any deficiency in carrying out these instructions may invite a penalty.

## SECTION - III

### GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

#### 1. APPLICATION

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by APFD.

#### 2. PERFORMANCE SECURITY

2.1 The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 7 days of issue of letter of intent, as performance Security.

2.2 Further if the successful bidder desires, the EMD of Rs. 20000/- furnished during the time of bidding can be adjusted against performance security and in such case he/ she is required to furnish the security bid for the balance amount only.

2.3 Performance Security shall be submitted in the form of Demand draft drawn in favour of ACCOUNT OFFICER-IV, O/O PRINCIPAL CHIEF CONSERVATOR OF FORESTS, SAIFABAD, ARANYA BHAVAN, HYDERABAD-500004, or Bank Guarantee in the prescribed form issued by Scheduled Bank of India.

2.4 Performance Security will be discharged after completion of contractors' performance obligations under the contract.

2.5 If the contractor fails or neglects any of his obligations under the contract, it shall be lawful for APFD to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

2.6 The bidder shall be fully responsible for the proper design, quality, and workmanship of OMR answer sheets till all the OMR answer sheets are completely utilized to the satisfaction of this office. In case of any defects, the complete lot shall be replaced immediately by the bidder free of cost to APFD.

#### 3. EXECUTION TIME LIMIT

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract. Details of various activities involved during the execution of the project will be indicated at the time of placing of work order.

#### 4. PAYMENT TERMS

The schedule of payment shall be as under:

4.1 25% of the contract value shall be paid after the successful delivery of printed OMR answer sheet in the O/o Principal Chief Conservator of Forests.

4.2 Remaining 75% of the contract value shall be paid after the successful completion of remaining job i.e. scanning, evaluation and preparation of necessary reports and fulfilment of other conditions as per the contract.

4.3 Income Tax will be recovered at source from supplier's bill as applicable.

## **5. TERMINATION OF CONTRACT**

5.1 If the agency/contractor fails to supply the items within the period(s) specified in the contract or any extension thereof granted by APFD.

5.2 If the agency/contractor fails to perform any other obligation(s) under the contract.

5.3 If the performance is found unsatisfactory due to the negligence of the agency/contractor, APFD, without prejudice to any other remedy, for breach of contract rescind the contract and the performance security will be forfeited. Depending upon the severity of negligence, APFD reserves the right to suspend and/or ban business dealings with the agency/contractor from further participation in any of APFD tenders/contracts. The decision of APFD shall be final in this regard.

## **6. TERMINATION FOR INSOLVENCY**

APFD may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action.

## **7. FORCE MAJEURE**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, Strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist ,and the decision of APFD as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

## 8. SOLE ARBITRATION OF APFD

All the disputes, differences, controversies/differences of opinions, breaches and violation arising from or related to the agreement arises out of this Agreement between parties then same shall be resolved by mutual discussions/reconciliations in good faith. If the dispute, difference, controversies/differences of opinion, breaches and violation arising from or related to the agreement cannot be resolved within 60 (sixty) days of commencement of reconciliations/discussions, then such question, dispute or difference (except as to the matters, the decision to which is specifically provided under this agreement) shall be referred to the sole arbitration of the PCCF, APFD or in case his designation is changed or this office is abolished, then in such cases to the sole arbitration of the officer for the time being entrusted (whether in addition to his own duties or otherwise) with the functions of the PCCF, APFD or by whatever designation such an officer may be called (hereinafter referred to as the said officer), and if the PCCF, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the PCCF, or the said officer. There will be no objection to any such appointment on the ground that the arbitrator is a APFD employee or Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant or APFD employee, he has expressed his views on all or any of the matters in dispute. In the event of such an arbitrator to whom the matter is referred, being transferred or vacating his office or neglecting his work or being unable to act for any reason whatsoever, the PCCF, APFD or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. The Arbitration and Conciliation Act, 1996 and the rules made thereunder or any statutory modification or re-enactment thereof or any rules made thereof shall be deemed to apply to the arbitration proceeding under this clause. The Arbitration proceeding shall be in English language. The Venue of the arbitration proceeding shall be the office of the Principal Chief Conservator of Forests, APFD, Hyderabad, India or such other places as the arbitrator may decide.

## SECTION-IV

### SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the "Instructions to the Bidders" as contained in Section II and General (Commercial) Conditions of the Contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and General (Commercial) Conditions of the contract in Section III.
2. Bids offering part of the work (either supply or scanning & evaluation) shall not be entertained by the APFD and shall be rejected at first stage of screening.
3. All documents/correspondences shall be kept as "Very Confidential" and maintained for a period of 1 (one) year from the date of award of contract. No data/information/documents shall be given/passed on to any person other than authorized APFD officials of Recruitment Section. Any deviation may attract punitive action against the agency as per rules. Besides any other financial/legal expenditure, if any for the same will be totally on the agency/contractor only.
4. Subletting of scope of work in full or part thereof by the contractor, is not acceptable without permission of APFD.
5. Adherence of time schedule after placement of order is the condition of performing the contract satisfactorily.
6. Strict confidentiality and transparency of all dealings in connection with the job shall be maintained throughout the contract.
7. The contractor shall give back to APFD all manuscripts/all related documents, Answer Keys, OMR Sheets given for evaluation etc. provided by the APFD or prepared by the Printer before final payment.
8. APFD reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with APFD.
9. APFD reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
10. Conditional bid will not be accepted.
11. APFD reserves the right to award/reject a contract and the decision of APFD is final and unquestionable.
12. APFD is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject part/whole or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
13. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person of the firm, as the case may be in all matters pertaining to the contract including the arbitration clause.
14. Price shall remain fixed and valid during the period of contract. Taxes/levies etc. are all payable as applicable.
15. No request for extension of tender opening date will be considered.

SECTION - V

ANNEXURE- I

SPECIFICATIONS OF OMR ANSWER SHEETS

Sr. No	Description	Specifications
1.	Size	Legal Size & Exactly as per Sample attached
2.	Weight	90 GSM
3.	Quality	Blemish free/dust free good quality paper
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type and Supply	Two colour printing with serial numbers.
6.	Colour	Strictly as per sample OMR provided
7.	Bar Code	100% accurate Unique Bar Code printing without number in two places
8.	Packing	Each bundle to be packed in batches of 100 sheets
9.	Sample sheets	50 answer sheets printed with Bar Code to pass through the OMR Test successfully
10.	Carbon-less sheet	OMR Sheet with Carbon-less sheet
11.	Pre-scanning	Each OMR-Sheet to be pre-scanned before supply
12.	Perforation	Each OMR sheet will be perforated as indicated in the sample OMR Sheet having same bar code at two places.

BID FORM

Tender No..... Date.....

To,  
The Principal Chief Conservator of Forests,  
Head of Forest Force,  
Saifabad, Aranya Bhavan, Hyderabad-500 004.

Dear Sir,

1. We, undersigned, offer to Supply, Scanning and Evaluation of OMR Answer Sheets readable on OMR/ICR system in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will deposit an amount equal to 10% of the contract sum in the form of Demand draft for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement. We have submitted EMD of Rs.....in the form of Bank Draft/Pay Order along with the Bid.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. The sample OMR answer sheet received from **ACCOUNTS OFFICER-IV, O/O PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HYDERABAD** has been inspected and rates have been quoted accordingly, as per sample.

Dated this ..... Day of .....2012

Signature of  
In capacity of

Duly authorized to sign the bid for and on behalf of ...

Witness.....

Address.....

Signature

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To

The Principal Chief Conservator of Forests,  
Head of Forest Force,  
Saifabad, Aranya Bhavan, Hyderabad-500 004.

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in  
the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned  
above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
---------------------	------	---------------------

I.

II.

Alternate Representative

Specimen Signatures Attested

Signatures of bidder

Or

Officer authorized to sign the bid  
Documents on behalf of the bidder.

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case  
where it is restricted to one, first preference will be allowed. Alternate representative  
will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case  
authorization as prescribed above is not received.



DETAILS OF AGENCY/BIDDER

(Including performance records, financial viability etc.)

1. NAME OF AGENCY/BIDDER :
2. OWNER'S NAME :
3. REGISTRATION NO. :
4. SALES TAX REG. NO. :
5. PERMANENT ACCOUNT NO(PAN) :
6. SERVICE TAX NO. :
7. AMOUNT OF TAX PAID (last three years) :
8. TELEPHONE NOS. :
9. RESIDENTIAL ADDRESS :
10. BANKER'S NAME & ADDRESS :
11. EXPERIENCE (YEARS) :
12. LIST OF MAJOR CLIENTS (ENCLOSE COPY OF :  
ORDERS/CONTRACTS ALONGWITH ITEMS,  
ITEM DETAILS, PERFORMANCE REPORT)
13. ANY OTHER INFORMATION/DOCUMENTS WHICH :  
MAY HELP APFD IN ASSESSING TENDERER'S  
CAPABILITES FOR AWARD OF CONTRACT

SIGNATURE  
Seal of Firm

**PROFORMA FOR FINANCIAL BID**

(To be put in the cover for Financial Bid)

**SUPPLY, SCANNING & EVALUATION OF OMR ANSWER SHEETS READABLE ON OMR/ICR  
SYSTEM IN THE FORMAT (SPECIFICATION & DESIGN) DECIDED BY APFD**

**Details of rate quoted**

SI.	NATURE OF WORK	Quantity	Unit price (in Rs.)	VAT/Service Tax/Govt. Levies%(if any)	Amount (Rs.) (inclusive of all Taxes ,if any)
1.	Supply of OMR Answer Sheets with bar codes imprinted at (two places).	50000			
2.	Scanning and Evaluation of OMR Answer Sheets	50000			

***Note:***

1. Rates quoted shall be inclusive of Taxes, if any and no further request for inclusion of taxes would be entertained by this office.
2. Rates shall include all charges related to transportation of material in APFD.
3. Financial evaluation will be made on the basis of rate quoted per sheet by the bidder.
4. Bids quoting single component (nature of work) shall not be accepted.

***Signature of authorized person/Bidder***

Date:

Full Name:

Place:

Seal