

SCANNING OF ANSWER BOOKLETS FOR ISI ADMISSION TEST 2022

NOTICE INVITING TENDER



DEAN OF STUDIES
INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700108

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 17th 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 capability, for providing services related to scanning of Answer Booklets of its Admission Test of the year 2022, as detailed in the **Scope of Work** provided in Section 4 of this document.

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 of its implications.

Any update or modification relating this NIT shall be given 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.

2. Fact Table

Sl. No	Particulars	Details
1	Tender ID	DS/2021-22/0915 dated 08 February 2022
2	Tender Value	INR 2,40,000 (Rupees two lakh forty thousand only)
3	Selection Method	Least Cost Selection (LCS)
4	Date of Uploading NIT	09 February 2022
5	Bid Submission Starts	10 February 2022
6	Bid Submission Ends	03 March 2022 (3:00 PM)
7	Date of Opening Technical Bids	04 March 2022
8	Date of Opening Financial Bid	05 March 2022

3. ISI Admission Test 2022

- Date of Admission Test: 08 May 2022 (Tentative).
- Number of academic programmes: 20 (approx.)
- Number of applicants: 15,000 – 22,000

Note: This information is purely indicative in nature and only serves to give a preliminary idea of the requirements for the admission test in 2022. The actual data for the year 2022 may, therefore, vary from those given above.

ISI outsourced the task of scanning answer booklets to external agencies in recent years.

4. Scope of Work

- a) Number of Answer Booklets to be scanned: 9,000 – 16,000
Guaranteed number of Answer Booklets for which payment will be made: 10,000
- b) Number of pages of an Answer Booklet (to be scanned): 12
Page size: 8.75" × 11"
- c) The scanning job is to be completed within a week (to be decided by the Scanning Committee of ISI Admission 2022).
- d) The vendor will have to arrange Scanners, Manpower, Software and Hardware to be required for the scanning job. (Minimum of 8 scanners will be necessary for the job).
- e) The Institute will provide the required space and infrastructure like table, chair, electrical power connections.
- f) Scanned pages of an Answer Booklet are to be converted into a single PDF file and the file is to be tagged with the registration number of the respective candidate.
Note that if a candidate uses more than one answer booklet, all those booklets will be tagged with a single PFDF file.
- g) Standard scanning quality (minimum 120 dpi) is to be maintained throughout the scanning service.
- h) For any exigency, scanning services are to be made available after the end of the scanning schedule.

5. Eligibility Criteria

- a) The bidder must participate as a single entity. No consortium or group of companies will be allowed.
- b) 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.

- c) The average annual turnover of the previous three financial years (2018-19, 2019-20 & 2020-21) should be at least INR 10.00 Lakhs. Copies of duly signed profit & loss accounts and audited balance sheets are to be submitted.
- d) 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.
- e) The bidder should have all relevant facilities and logistics available to execute the work.
- f) Any revelation at a later date regarding suppression of facts will be considered to be a breach of contract and the Institute will have full liberty to take appropriate action against the bidder concerned.

6. Submission of Bid

The Quotation shall comprise of two parts: (a) **Technical Bid** (b) **Price Bid**

Both the parts must be submitted separately in two envelopes labeled clearly as “Technical Bid” and “Price Bid” respectively, and these shall be put in a third envelope. All three envelopes shall be superscribed with the following:

Tender ID: DS/2021-22/0915 dated 08 February 2022 Due on: 03.03.2022 (3:00 PM)

Quotation must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned in the Section 2 (Fact Table) of this document:

The Dean of Studies
Indian Statistical Institute
203 B.T. Road
Kolkata 700108.

The quotation will be considered as cancelled if the documents required for the two bids are not submitted in the correct envelopes.

6.1 Technical Bid

In case the bidder is not a registered supplier of ISI, copies of the following documents must be attached with the Technical bid:

- a) Firm Incorporation/Establishment Certificate
- b) PAN details
- c) GSTIN
- d) Address Proof of Bidder’s Office in Kolkata or its adjacent areas (in the districts North 24 Parganas, South 24 Parganas, Howrah and Hooghly).
- e) Copies of duly signed profit & loss accounts and audited balance sheets of the previous three financial years (2018-19, 2019-20 & 2020-21).
- f) Current Solvency Certificate from scheduled or nationalised bank for at least INR 2.00 Lakhs, issued within one year from the date of tender.

An UNDERTAKING about the unconditional acceptance by the bidder of Terms and Conditions as stipulated in the attached document is to be submitted along with the technical bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

MSME Criteria: An organization having MSME registration of Government of India will get benefit as per MSME relaxation rules.

N.B.: If there is any deficiency in the technical 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.

6.2 Financial Bid

- a) Bidder shall quote only the **Rate for Scanning per Answer Booklet basis** (as per the attached proforma). The rate should be in INR and should cover all related expenditures (travelling, material, contingency expenditure etc.) for providing the service to Indian Statistical Institute.
- b) Conditional bids/offers will be summarily rejected.

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

- a) they 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. Opening and Evaluation of Tender

a) Technical Bid

- i) Technical bid will be opened by the Dean of Studies or his representative.
- ii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iii) During technical evaluation, the tender opener, on behalf of the procuring unit or section may summon bidders and seek clarification/information or additional

documents or original hardcopy of any of the documents already submitted. If these are not produced within the stipulated period, the bid may be liable for rejection.

- iv) The procuring unit/section will summarize the evaluation of technical bids in the specified format (<https://www.isical.ac.in/~cpc/nit.php>) and will sent the summary sheet along with all technical bids to the CPC for further processing.

b) Financial Bid

- i) Financial bid of technically eligible vendors will be opened in a meeting (date and time will be intimated to the vendors well in advance) of the Central Purchase Committee.
- ii) At most two duly-authorized representatives of each technically eligible bidder may remain present during the opening of the price bid.
- iii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.

It is to be noted that the Indian Statistical Institute has Customs Duty Exemption Certificate and reduced GST rates, and the Vendor should make appropriate use of them.

8. Payment Terms

The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule, without any discrepancies. No advance or partial payment shall be made.

9. Arbitration Clause

In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the *Indian Arbitration and Conciliation Act, 1996*. It shall be subject to Kolkata (Calcutta) Jurisdiction only.

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.

- 11.** The Central Purchase Committee of Indian Statistical Institute, Kolkata, reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file.



Prof. Pradipta Bandyopadhyay

Chairman

Scanning Committee

ISI Admission 2022

Indian Statistical Institute

203 B. T. Road

Kolkata 700108.

E-mail : admcomm@isical.ac.in

Phone : 033-2575-2520

**UNDERTAKING BY THE TENDERER
FOR
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

(On the letterhead of the Bidder)

Ref: Tender No.: DS/2021-22/0915 dated 08 February 2022

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. 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 Scanning Committee of ISI Admission 2022, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 30 days from the date of opening of tender.

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.

I/we shall be responsible for rejection and/or cancellation of contract if the scanning services are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

Signature of the Tenderer with Date & Seal

Name of the Tenderer:

Postal Address:

Mobile Number:

Landline Number:

Email ID:

**Financial Bid Proforma
for
Scanning of Answer Booklets
of ISI Admission Test 2022**

(On the letterhead of the Bidder)

Ref: Tender No.: DS/2021-22/0915 dated 08 February 2022

Item Name	Rate per Answer Booklet basis (excluding GST)
Scanning of Answer Booklet of 12 pages	

Signature of the Tenderer with Date & Seal

Name of the Tenderer:

Postal Address:

Mobile Number:

Landline Number:

Email ID: