

Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
(Panchayat & Rural Development Section)

SagarDighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
Phone : (03582) 2227110 # Fax : (03582) 2227110 # e-mail : dprdo-cbr@nic.in, dprdo110mpr@gmail.com

Memo No.: PRD/699

Date: 06/07/2017

Expression of Interest

EOI No.: 01/PRD/QUOT of 2017

Expression of interest is invited from reputed agencies specialized in similar nature of works:

Nature of Work	1) Printing and supply of 70000 (Seventy Thousand) number of OMR Answer Sheet-Single side , with 2(two) Bar Code & perforation for Coding-De-Coding in English (A4 size 105 GSM Map litho Paper), in series with proper timer marking. 2) Computerised / software based evaluation (Double Scanning, Coding-De-Coding & document scanning for RTI of OMR answer sheet and preparation and printing of merit list (category-wise) for the posts of Gram Panchayat Sahayak, Data Entry Operator, Accounts Clerk, Clerk-cum-Typist, Executive Assistant, BIO, Nirman Sahayak.
Time of completion of work	30 days
Last date of submission of EOI(Technical & Financial)at the office of the District Panchayat & Rural Development Officer, Cooch Behar	24/07/2017 upto 3 P.M.
Date and time of opening bids	24/07/2017 at 4 P.M.

Rate should be quoted in own pad of the agency in the following format in a sealed envelope. The rate should be inclusive of all taxes, duties etc.

Type of work	Quoted rate (in Rs.)
A) Printing and supply of 70000 (Seventy Thousand) number of OMR Answer Sheet	
B) Preparation of Panel for appointment as Gram Panchayat Sahayak, Data Entry Operator, Accounts Clerk, Clerk-cum –typist, Executive Assistant, BIO, Nirman Sahayak.	

The E.O.I. in two sealed envelopes- Technical and Financial bid, can be submitted in the tender box at the office of the District Panchayat & Rural Development Officer, Cooch Behar within the stipulated date & time OR sent by registered /Courier post to the District Panchayat & Rural Development Officer, Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101. After receiving the E.O.I. along with requisite credentials and relevant documents from the intending agencies, the same will be verified for its technical qualifications. Financial bid of the agencies qualified in the technical bid will be opened on the stipulated date and time mentioned above.

Scope of Work

- Design & Supply of 70000 number of OMR Sheet (A4 size 105 GSM Map litho Paper).
- Generation of Admit Cards for written examination through online to eligible candidates.
- Attendance/Verification sheet & MIS report.
- Processing of OMR sheets, scanning and preparation of category wise result of written test..
- Assisting in computer test etc.
- Sending of 435 number of interview call letters through registered post to the eligible candidates and verifications of documents of the candidates during interview.
- Information desk and help line shall be set up at the office of the District Panchayat & Rural Development Officer, Cooch Behar to cater information/queries to the candidates.
- All the original copies of answer sheets and other related papers shall be submitted to the DLSC, Cooch Behar for preservation. Soft copies of all data entry done during the selection process shall also be submitted.
- All expenditures except advertisement shall be borne by the agency.
- Confidentiality should be maintained strictly.

Eligibility Criteria:-

1. Experience of successfully completed similar type of works during the last three Years in Govt./ Semi Govt./PSU/ reputed organisations.
2. The firm must have been registered with the Government as required under the law for carrying out business and should have the experience of working such types of works in Govt. organizations with annual turnover not less than of Rs. 10 (ten) lakh for last three consecutive years.
3. The firm must have completed/in running similar kind of recruitment project for districts of Govt. of West Bengal.
4. The firm should arrange all apparatus like scanner etc, software and manpower for scanning. The DLSC will provide adequate space, electricity and security for this purpose.
5. The firm must have registered office within the jurisdiction of West Bengal.
6. The interested firms satisfying the above qualifying criteria may submit their proposal along with the following documents attested to the undersigned within the stipulated date in a sealed envelope:-
 - ✓ List of such similar type of project completed in the last three years with supporting documents.
 - ✓ The firm should be ISO (ISO:9001-2008 & ISO:27001-2013) certified.
 - ✓ List of ongoing works with supporting documents.
 - ✓ Audited balance sheets of last three years.
 - ✓ PAN/TAN/GST number and copies of the same.
 - ✓ Clearance certificate, relevant documents of IT, ST, VAT/GST etc.
 - ✓ Credential certificate in favour of the firm for similar nature of work should be submitted along with the EOI.
 - ✓ Earnest money of Rs 5000/- in the form of DD in favour of DM, Cooch Behar.

Payment Terms:-

- 100% payment will be made after the submission of evaluated OMR sheets along with soft copies of all data entries done during the selection process and after the approval of panel of selected candidates for appointment.
- The DLSC, Cooch Behar reserves the right to accepts or reject any or all EOI without any reasons whatsoever.
- The DLSC, Cooch Behar will hold the sole discretion in deciding the firm may be on past experience credential, without assigning any reasons whatsoever to the lowest bidder.


District Magistrate
&
Executive –Vice Chairperson
DLSC, Cooch Behar

Memo No.: PRD/699/1(4) ..

Date: 06/07/2017.

Copy forwarded for information and necessary action to:-

1. The Chairperson, DLSC, Cooch Behar.
2. DIO, NIC, Cooch Behar.
3. Notice Board.
4. Guard file.


District Magistrate
&
Executive –Vice Chairperson
DLSC, Cooch Behar