

NOTICE INVITING QUOTATION (NIQ)

For

PREPARATION & EVALUATION OF OMR SHEETS

Last Date of Submission of NIQ

11th June, 2024 up to 03.00 PM

Opening of NIQ

11th June, 2024 at 3.30 PM



**Birangana Sati Sadhani Rajyik Vishwavidyalaya
Golaghat-785621
Assam**



OFFICE OF THE REGISTRAR
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat-785621,
Assam

No. BSSRV/Reg/F34/2023/08

Date: 05.06.2024

**Subject:- Notice Inviting Quotation (NIQ) for preparation and
evaluation of OMR sheets.**

Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat invites sealed Notice Inviting Quotation (NIQ) from Interested firm(s)/ agency(s) who have the experience of preparation & evaluation of OMR sheet of candidates for Written Examination.

Interested firm(s)/ agency(s) may submit "Quotation" in a sealed envelope clearly superscripted as "Quotation for preparation & evaluation of OMR sheet "on or before 11.06.2024 upto 3.00 PM. Any corrigendum/addendum shall only be published on the institute website. it is bidders' responsibility to check for any amendment/corrigendum on the website of Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat (<https://www.bssrv.ac.in/>) before submitting their duly completed bids.

Application Fee: Rs. 2,000/- (Rupees Two Thousand only) in the form of Demand Draft from any nationalized bank in favour of Sati Sadhani University, Payable at State Bank of India (SBI), Golaghat (non- refundable)

Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/

Registrar
Birangana Sati Sadhani Rajyik
Vishwavidyalaya Golaghat

A) Instructions:

1. Interested Firm(s)/Agency(s) should submit their response in the prescribed format, in sealed envelope super scribing
– **“Notice Invitation Quotation (NIQ) of preparation & evaluation of OMR sheets”**.
2. The response should be signed by an authorized signatory of the firm(s)/agency(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. Incomplete NIQ responses will not be considered. NIQs not in proper format or NIQs without appropriate and supporting documents and NIQs received after last date of submission will be summarily rejected.
4. At any given point of time, if any of the documents furnished by the firm(s)/agency(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.
5. No canvassing or repeated communication should be made with the office, failing which may attract punitive action and will becomeliable to be de-listed by the Institute.
6. The firm(s)/agency(s), are required to agree to execute the work as per “General Terms & Conditions” for preparation & evaluation of OMR sheets.
7. For any query pertaining to this document, correspondence may be made to:
registrar@bssrv.ac.in
8. NIQ submission address:

The Registrar

**Birangana Sati Sadhani Rajyik Vishwavidyalaya(Golaghat
Engineering College Campus)**

Bogorijeng, Golaghat-785621, Assam

B) Eligibility Criteria:

The firm(s)/agency(s), who want to submit NIQ should meet the following minimum eligibility criteria:

***Important:** Any firm(s)/agency(s), must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the NIQ proposal.*

Minimum Eligibility Criteria:

(Please enclose documents in support for each of the following)

1. Proof of executing similar tasks in conducting various examinations of government agencies.
2. Must have PAN Card, GST Registration Certificate.
3. Income Tax Return for last three years is to be enclosed.
4. Filled in declaration as per the format enclosed.

C) General Terms & Conditions:

1. The Committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole NIQ without assigning any reason at any stage.
2. On the basis of the NIQ received from the firm(s)/agency(s), a firm will be shortlisted. Further other formalities and negotiations on discount etc. will be done via phone or e-mail.
3. The work order will be sent through e-mail only.
4. The firm(s)/agency(s) must quote their offered rate of discount in **Financial Proposal Form**.
5. Evaluation to be done at the University campus only.
6. Bill should be submitted in triplicate to the Registrar, Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat. The order number and date must be mentioned against all submitted bills.
7. The institute shall not make any advance or part/installment payment to the firm(s) for the work order made by the institute. The payments shall be released by the institute against the original bill (s) received from the firm(s)/agency(s) after successful conduct of the last date of the concerned examination within a reasonable time i.e. 60 days.
8. The Firm(s)/Agency(s) must have an office within the State of Assam.
9. All disputes and differences arising out or concerning the work are subject to the jurisdiction of Golaghat court only.
10. Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.

Note: The NIQ will be opened on **11/06/2024 at 3.30 PM**. Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

DECLARATION FOR SUBMISSION OF NIQ

From: [The name & address of the Firm(s)/ Agency(s)]

To

The Registrar
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

Sub: Notice Inviting Quotation (NIQ) for preparation & evaluation of OMR sheet

Sir,

Having examined the details given in Notice/Advertisement and NIQ document for the above work,

I/We hereby submit the quotation and other relevant information.

- i. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
- ii. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the NIQ document and hereby convey our acceptance for the same. I/We shall accept the final decision of selection of firm(s) and will abide by the rules & regulations of the Institute in execution of work.
- iii. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/documents furnished herewith are true and authentic to the best of my / our knowledge and belief.
- iv. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. I am/ we are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of myNIQ at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

- 1) Technical Proposal 2) Financial Proposal

TECHNICAL PROPOSAL

Reference NIQ No.: BSSRV/.....

Date:.....

1	Name of the Firm/ Agency with complete Postal Address: Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/Agency to deal with	
2	Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/Pvt. Ltd. (Attach copy of PAN)	
3	Permanent Income Tax account No. of the Firm with circle/ward and GST Registration Certificate(duly attested photocopy to be attached).	
4	Name of the reputed Government Department, Examination Board et. for whom similar work is done. (Attach copies of Successful completion of the work for each institution)	
5	Average Annual financial turnover from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.	
6	Bank Account Detail	
7	Any other information Tenderer wants to provide in support of their experience	

(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

Signature with seal

FINANCIAL PROPOSAL

(The financial Proposal is required to be submitted separately in a sealed cover.)

To

The Registrar
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat,
Assam.

Sub: Rate offered per student for Installation of Temporary for preparation and evaluation of OMR sheets.

Dear Sir,

With reference to NIQ No.: BSSRV/..... dated, we are hereby submitting our offer of discounts below.

Rate offered per student for preparation & evaluation of OMR sheet:

The rate shall remain constant for a period of 6(six) months.

Place:

Date:

Signature of the Bidder with Seal

Name, Address of the Bidder:

Telephone No.:

E-mail ID:

CERTIFICATE

(To be provided on letterhead of the firm)

I, hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India. 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 maybe summarily terminated and the firm should be blacklisted.

Place:

Signature of the Bidder with Seal

Date:

Name, Address of the Bidder:

Telephone No.:

E-mail ID: