

Purchase Notice No. 03/2023

**Maharashtra Public Service Commission**

Trishul Goldfield, Plot No.34, Sector 11, Opposite Sarovar Vihar,  
CBD Belapur, Navi Mumbai, 400614.  
Telephone Number- (022) 69385900  
**email-** sectionofficer-it@mpsc.gov.in

Quotation Document  
for  
Scanning and Processing of Muster/Interview Mark Sheets

MAHARASHTRA PUBLIC SERVICE COMMISSION  
<https://mpsc.gov.in>

**Purchase Notice No. 03/2023**

No. ANS-1522/CR-14/2023/IT

**Subject: Invitation of Quotations for Providing Services of Scanning and Processing of Muster/Interview Mark Sheets.**

Sealed quotations in prescribed format are invited from reputed and experienced service providers for providing Services of Scanning and Processing of Muster/Interview Mark Sheets.

**2. SCOPE OF WORK AND DETAILED SPECIFICATIONS OF THE REQUIREMENTS:-**

**2.1 The entire scope of the work involves:-**

- (1) Onsite Collection / Receipt of Attendance Muster/Interview Mark Sheets of the candidates, proper listing, preparation of various reports, packing and proper delivery of the sheets after entire processing using own manpower as per the instructions on day-to-day basis.
- (2) Onsite scanning and Processing of Sheets with Bar-Codes using Image Scanner and preparation of data sheets and data analysis sheets for eligibility, preparation of statistics, etc. in requisite format as per the instructions.
- (3) Preparation of error free and appropriate data sheets from scanned forms / documents.
- (4) Preparation of error free and appropriate sheets, etc with necessary programming / software as per the requirement.
- (5) Checklist (if require)
- (6) Various reports required by MPSC in respect to the eligibility criteria, clearance of data and other Result oriented reports as per the requirement.
- (7) This office will supply Electricity, Space and Furniture. Provisioning of necessary consumables such as printer toner/cartridge, etc. shall be the responsibility of the vendor.
- (8) The Scanning work should be done in the office of the Commission
- (9) Single side scanning. After Scanning, the processing has to be carried out separately by two different methods. Any discrepancy if found shall be rectified as and when required after removal of the discrepancy,
- (10) Immediately after scanning is concluded, the Service Provider would make arrangements to transfer the complete data along with proper "LOGFILES" (in the readable format) to the control Server in the encrypted form under secured passwords on day today basis.
- (11) The logic of the programme used to generate the score would be certified by the Service Provider and be subject to checking and validation by the MPSC.
- (12) The Scanned Images and other related data should be pushed to the Examination Process Management System - EPMS in a secure way as per the format provided by competent authority

**2.2 Technical Specifications of the Sheets:-**

- 2.2.1** Size- A4 (Minimum 8.5 x 11.75 Inches). Combination of ICR and OMR technology.
- 2.2.2** Paper – Minimum 100 GSM Super shine Map litho paper
- 2.2.3** Water-mark logo and unique Bar-code on the sheets
- 2.2.4** Provision for filling and shading the respective information on the sheets such as Candidate's Signature, Invigilator's Signature, Name of the Examination, and Circle for marking etc. as per the requirement.
- 2.2.5** 2-D Bar code font as per specific software Bar-code scanable on specific CCD or Laser Scanner.
- 2.2.6** Colour –
  - (1) Orange (Magenta) and Black colour.
  - (2) Single side printing on Top Sheet.
  - (3) ICR (Intelligent Character Recognition) readable system with Colour Drop Out technology.
  - (4) Scanable on half white Cathode Tube.
- 2.2.7** Approximate No. of candidates per sheet-6. Each candidate is having unique bar code.

**2.3 Quantity:-** Approximately 2 Lacks sheets per year. The quantity may vary by  $\pm 25\%$ .

**2.4 Hardware/Software requirements**

- 2.4.1** The vendor has to provide all related Hardware/Computers, Software, High speed scanners, Printers, LAN etc. consumable stationery if any required for execution of this project at his own cost. The Hardware etc. will be the property of the Vendor and returned after completion of the project except the items owned by the MPSC.
- 2.4.2** The number of Hardwares, Scanners, Software, Laser Printers etc. required for the smooth functioning of the work should be made available as per the requirement of the MPSC permanently which may be increased as and when required.
- 2.4.3** In view of the past requirements the tentative requirement of the hardware/equipments is as follows:-
  - 2.4.3.1** High Speed Scanner-1. Technical Specifications are as follows:-
    - (1) Document Feeding Mode: Automatic document feeder (ADF) and flatbed
    - (2) Technology-
      - (a) Output Resolution (dpi)
        - Monochrome: 50-600, Grayscale and Color: Adjustable by 1 dpi increments
      - (b) Optical Resolution: 600
        - Output Format: Color: 24 bit, 8 bit/4 bit; Grayscale: 8 bit, 4 bit; Monochrome: 1 bit
      - (c) AD Converter: 1024 levels (10 bit)
      - (d) ADF Capacity: 200 sheets (letter, 20 lb.)
    - (3) Document Size: 2 inch x 3 inch, 11 inch x 17 inch, 12 inch x 18 inch
    - (4) Interface: Ultra SCSI (50m) / Hi Speed USB 2.0 / Third Party Slot & Ultra SCSI (50m) / Hi Speed USB 2.0 / Ultra Wide SCSI (68m) VRS / Hi Speed USB 2.0 VRS (CGA)
    - (5) OS Support: Leading proprietary and open source operating systems.

(6) Scanning Speeds :

Letter / Landscape Mode	Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi	90ppm	180ipm
Monochrome, Grayscale & Color @ 300 dpi	80ppm	160ipm
Flatbed	0.6 second (200 dpi), 0.7 second (300 dpi)	
Letter / portrait Mode	Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi	70ppm	140ipm
Monochrome, Grayscale & Color @ 300 dpi	60ppm	120ipm
Flatbed	0.9 second (200 dpi), 1.1 second (300 dpi)	

(7) **Features:** Automatic color detection, content-based rotation, intelligent blank page deletion, background saturation, advanced clarity, selectable background, onboard JPEG compression.

2.4.3.2 The Vendor shall themselves arrange all the machines and equipments required for accomplishment of the job.

2.4.3.3 The equipments/ machines have to be always in working condition. The Vendor may as such arrange for sufficient number of equipments/machines to replace equipments/machines in case of breakdown.

2.4.3.4 None of the IT / Non-IT equipments proposed by the vendor should be End of Life product. The vendor has to submit OEM certificate that the product is not end of life product

**2.5 Stationary:-**

- (1) The service provider has to use his own stationery like cello tape, rubber, paper, packing material etc. required for execution of the contract.
- (2) The pre-printed and other stationary if any required for printing of various day to day reports as required under this contract will be supplied by this office. The Service Provider has to print the required outputs as per the requirement of the MPSC using his own tools, resources and stationery.
- (3) The format of the preprinted stationary and other stationary required for submission of the various reports as required should be as per the format approved by the MPSC.

**2.6 VENDOR'S PERSONNEL:-**

- (1) The vendor shall employ and provide such qualified and experienced personnel acceptable to MPSC as are required to perform the services under the contract. It is desired that required number of resource personnel with adequate knowledge and speaking, writing capabilities of **Marathi** shall be made available by the Vendor at the office of MPSC.
- (2) The resource personnel shall have requisite competent qualification (BE / diploma / B.Sc.IT/ MSC Computer Science / MCA), IT experience of minimum 1 year and expertise on any e-application.
- (3) The Programmer / Developer shall have experience of customising software and suggesting solutions to any Government / Semi-Government / University examination environment for at least one year or more in the field of image based data processing and preparation of results. They should have worked with the Offerder for minimum period of one year.
- (4) A high standard of workmanship is required. Offerder must submit resumes of the personnel who would be employed for this project.
- (5) During the Contract Period, the following minimum staff should be deployed for smooth running of the project: -
  - (a) Project Manager - 1
  - (b) Programmer/Developers - 1
  - (c) Data Entry Operators/Clerical Staff- As per requirement
  - (d) System Operators and Service Engineers as per the requirement.
- (6) The minimum requirement of personnel based on past experience is shown herein above. The MPSC shall have the right to increase or decrease the requirement of manpower personnel as and when required which should be made available within stipulated timeframe given by the officers of the MPSC.
- (7) As Marathi is Official Language of the Government of Maharashtra, the Vendor has to appoint personnel having proficiency with Marathi language. It may be ensured that some of the personnel should have proficiency in Marathi Typing.
- (8) The staff provided by the vendor shall perform their duties in accordance with the instructions given by the officers of the MPSC from time to time.
- (9) The personnel deployed by the Vendor should be properly dressed. The personnel engaged at all levels must wear Photo Identity Card alongwith dress code as finalized by MPSC.
- (10) The staff of the Vendor should be of an enthusiastic personality with excellent interpersonal skills, flare for relations, fluent in written and spoken English, fluent in local languages.
- (11) The MPSC will examine the qualification, experience etc. of the personnel provided before they are put on area positions. The vendor has to take approval for the staff deployed from the MPSC before deployment. The MPSC has every right to reject names of the personnel if the same is not acceptable to them before or after commencement of the project. The qualification / Selection of the personnel to be deployed will be decided by the MPSC and only those personnel accepted to MPSC should be deployed.
- (12) At no time there be more than 10% of the provided manpower on leave or absent from the duty. In case of long term absence due to sickness, leave etc, the Vendor shall insure replacements and manning of all manpower posts without any additional liabilities to the MPSC.
- (13) Substitute will have to be provided by the vendor against the staff proceeding on leave/or remaining absent.
- (14) The vendor will have to arrange the necessary Tools/ Instruments/ Software/ Hardware required for smooth implementation of the project within the cost quoted in the Scope of Work. MPSC shall entertain no separate claim of any kind by the vendor under any circumstances.
- (15) The Vendor shall comply with all responsibilities for compliance with the provisions of all prevalent Acts, Laws, Rules, Regulations, etc. The vendor shall maintain all such records and registers that are required to be maintained under various Acts and laws in respect of its staff engaged in the premises of MPSC and shall produce the same for inspection when demanded by the MPSC.

- (16) The Vendor has to return all the material, reports, and equipments if provided by the MPSC in good condition after the completion/termination of the work assigned failing which the MPSC shall recover the cost of the same from any sums payable to the Vendor or from the performance security.
- (17) The proposed services shall be normally manned from 9.45 a.m. to 6.15 p.m. as per the requirement throughout the year as decided by the MPSC depending upon necessity of the work/services. The Office of the MPSC will remain closed on all Saturdays Sundays of every month and on all public holidays declared by Government of Maharashtra. If required the Service Provider has to provide services on holidays and after Office hours also without any additional cost.

## **2.7 OTHER CONDITIONS:-**

- (1) Latest Technologies shall be used for the proposed solution by taking the consent of the MPSC before finalizing the tools and technologies to be used for development.
- (2) Travel, boarding and lodging of the vendor's team on their visits to the various destinations would not be paid by the MPSC.
- (3) The Vendor shall indemnify the MPSC against all third-party claims of infringement of patent, trademark/ copyright or industrial design rights arising from the use of the supplied software and related services or any part thereof.
- (4) The Vendor shall provide training on appropriate aspects of the Software and Hardware or any other aspect that MPSC feels necessary to such persons nominated by the MPSC.
- (6) All the reports will be defined at the time of initial discussion and before starting processing of each Examination/ Selection. However, the separate report module should exist for each Examination/Selection. Option shall be provided to print the reports both on laser printer as well as normal dot matrix / line printers.
- (7) The Vendor and his personnel deployed for this project has to follow all the instructions, procedures, rules, directions given by the officers of the MPSC.
- (8) Use of mobile phones, pen drives, CDs, DVDs, any other electronic devices is banned in the premises of the MPSC.
- (9) Any data, reports, papers, etc should not be carried out without written permission of the MPSC outside the premises. Also, any outside data, softwares, etc should not be brought in the office of the MPSC without written permission.
- (10) The Vendor should provide 24x7 telephone technical supports, if required. The Owner / Vendor should be available on his own direct telephone (Office as well as residence) and also on mobile phone so as to call in emergency case. All the contact numbers should be invariably given.
- (11) Utmost consistency in quality of scanning and processing should be maintained throughout, so that data entered on them can be read and processed accurately. If the data processed is found defective or otherwise, penalty at the discretion of the MPSC is deducted from the Billing Amount or from the Performance Security.
- (12) The award of work will be on a case to case basis – one consignment being one recruitment/examination.
- (13) There may be overlapping of recruitments/examinations in which case the vendor will have to ensure that there is no mix up of material in respect of the two recruitments/examinations.

## **2.8 TIME LIMIT:-**

- (1) As the Examination work is of time bound nature, the entire work/services shall be completed within stipulated time given by the officers of the MPSC.
- (2) In case of heavy demand of work, service provider should be able to provide extra staff, etc. on demand
- (3) All the tasks of the scope of work indicated shall be completed within period agreed/ specified by the MPSC. The decision taken by the MPSC in this regard will be final.
- (4) The service provider in accordance with the time schedule specified by the MPSC shall make delivery of the items/ tasks/ services. However in urgent cases items/ tasks/services are to be supplied immediately.
- (5) The service provider should be in a position to supply related reports/ tasks/services on Short Notice as and when needed.

## **3. Eligibility Criteria:-**

- 3.1** Only those quoters who fulfill the following criteria are eligible to RESPOND.
- (1) The quoter should be a registered one under the Companies Act of 2013 or other relevant Act/Laws.
  - (2) The quoter should have valid GST Registration Certificate valid as on 1<sup>st</sup> April 2023.
  - (3) The quoter should have latest GST Payment Challan as per relevant Act/Law/Rules.
  - (4) The quoter should have Income Tax Clearance Certificate/Income Tax Return Acknowledgement for last three years i.e. 2021-2022, 2020-2021 and 2019-2020.
  - (5) The quoter should have experience of scanning and processing of at least 1,00,000 ICR sheets for any of the Examination/ Recruitment authority in a single order in Maharashtra within last 3 years as on 1<sup>st</sup> April 2023.
  - (6) The quoter should have prominent presence in Mumbai / Navi Mumbai / Thane.
- 3.2** The quoter must comply with all the above-mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily.
- 3.3** Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.
- 3.4** The Secretary, MPSC reserves the right to verify/evaluate the claims made by the quoter independently.

## **4. Earnest Money Deposit:-**

- 4.1** The quoter should pay the Earnest Money Deposit of Rs. 1,00,000/- in the form of Demand Draft drawn in favour of Maharashtra Public Service Commission payable at Mumbai alongwith the quotation.
- 4.2** The DD of the EMD will be kept in the Office of the Maharashtra Public Service Commission, which will not be deposited in the bank, and it will be refunded to the respective quoter after placing the work order with the successful quoter. The EMD of the successful quoter will be refunded after receiving the Performances Bank Guarantee and first supply satisfactorily.
- 4.3** The Earnest Money of unsuccessful quoter shall be refunded after the final decision on the Quotation or on expiry of validity period whichever is earlier. No interest shall be allowed on the Earnest Money Deposit.
- 4.4** In case the quoter withdraws his offer within the validity of the offer, the earnest money will be forfeited. Similarly, if the quoter fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.

## **5. Terms, Conditions and Instructions to Quoter:**

- 5.1 Quotation documents shall neither be sent nor received by post/courier service.
- 5.2 Conditional quotations shall be summarily rejected.
- 5.3 The quotation as submitted by the quoter shall consist of the complete set of the quotation documents duly filled in and initialed on each page and signed by the quoter at the prescribed places. The quotation will be signed and submitted by a person authorized to sign on behalf of the firm.
- 5.4 Submission of quotation by a quoter implies that he has read all the Terms and conditions of the quotations, instructions to the quoter as also other relevant documents and has made himself aware of the scope of work, local conditions and other related factors.
- 5.5 Secretary, Maharashtra Public Service Commission is not bound to accept the lowest or any other quotation.
- 5.6 The right to reject any or all quotations, without assigning any reason whatsoever is reserved.
- 5.7 The acceptance of the quotation on behalf of Secretary, Maharashtra Public Service Commission will be done by the Officer to whom such powers have been delegated.
- 5.8 The supply should be made strictly in accordance with the accepted quotation and conditions mentioned hereunder. The services shall be provided with due diligence and same shall be expected to be completed in a workmanlike manner.
- 5.9 The rates of several items of work agreed to shall be valid only when the item concerned is accepted as having been received/completed full in accordance with sanctioned specifications. In case, where the items of works are not accepted as so completed, the Office of the Maharashtra Public Service Commission may make payment on account of such item at such reduced rates as may be considered reasonable in the preparation of final or on account bill/final bill.
- 5.10 The Secretary, Maharashtra Public Service Commission may put an end to this agreement at any time or in case of bad workmanship or substandard services supplied. The cost of rectification of bad workmanship or replacing the substandard services shall be borne by the successful quoter.
- 5.11 The successful quoter shall not be entitled to any compensation from Office of the Maharashtra Public Service Commission other than amount quoted by him/them.
- 5.12 Any other conditions, specifications, etc. not mentioned herein, the clarifications as furnished by the Office of the Maharashtra Public Service Commission shall be final and binding on the successful quoter .
- 5.13 Before commencement of work, the contractor shall correlate all relevant architectural and services drawings and satisfy himself that the information available there from is complete and unambiguous. The quoter/supplier shall be responsible for any error/difficulty in execution/damage incurred owing to any discrepancy in the drawings which has been overlooked by him and has not been brought to the notice of the competent authority of the Office of the Maharashtra Public Service Commission before execution.
- 5.14 No piece ESCALATION shall be Payable.
- 5.15 The defect liability period is 6 (Six) months from the certified date of completion of supply.
- 5.16 The contract for supply of the items shall be initially for a period of Four years or till date of existence of new contract on case - to case basis from the date of issuance of Letter of Award.
- 5.17 The services should be delivered to the Office of the MPSC or anywhere in Maharashtra whenever needed. All the expenses for supplying the items as per the instructions of the MPSC at appropriate places will be borne by the quoter only.

## **6 Offer Price:**

- 6.1 All duties, transportation charges and other levies payable by the vendor under the contract shall be included in the total price except GST.GST should be charged as actual while billing
- 6.2 The rates quoted by the quoter shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- 6.3 The prices shall be quoted in Indian Rupees only.
- 6.4 Each quoter shall submit only one quotation.
- 6.5 The quotations should be submitted in the format provided with this (Annexure – 1) on the letter head of the quoter.

## **7. Validity of Quotation:**

Quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

## **8. Evaluation of Quotations:**

- 8.1 The quoter should submit documentary evidence on his/her qualification with quotation. If the quoter does not fulfill the same he will be treated as non-responsive and his/her quotation will not be considered for further processing.
- 8.2 The Secretary, Maharashtra Public Service Commission will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms, conditions, and specifications in the following manners:
  - (1) The evaluation will be done excluding the GST.
  - (2) The evaluation would be done for unit rate as mentioned in prescribed format (Annexure-1).

## **9. Award of Contract:**

- 9.1 The Secretary, MPSC will award the contract to the quoter whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 9.2 The Secretary, MPSC reserves the right at the time of award of contract to increase or decrease the quantities of items without any change in the unit price.
- 9.3 The Secretary, MPSC will notify the quoter whose quotation is accepted for award of contract prior to the expiration of the quotation validity period.

- 9.4 The successful quoter shall enter into an agreement with the Secretary, MPSC after award of the contract. The format for contract will be made available separately.
- 9.5 The contract shall be signed on a stamp paper of Rs500 along with appropriate stamp duty as applicable and all expenses on this account shall be borne by the supplier.
- 9.6 Notwithstanding the above, the Secretary, MPSC reserves the rights to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.
- 9.7 Incomplete, irregular, unsealed and quotations received after the due date and time will not be considered.

**10. Confidentiality:-**

- 10.1 The supplier or his staff after selection / award of contract shall maintain strict confidentiality of all the work, services, documents, information, data and also any oral, written or other information disclosed for any purposes during the completion of contract.
- 10.2 Any information acquired by supplier due to work assigned for providing goods will be considered as confidential / secret and should not be disclosed to anybody at any costs.
- 10.3 Any breach of instructions given by MPSC or disclosure of any information in connection with this contract will be treated as violations of the instructions of MPSC and action will be initiated against the supplier / concern personnel as per the prevalent laws in this regard.

**11. Performance Security:**

- 11.1 The successful contractor shall be required to furnish / deposit bank performance guarantee valid for contract period from any nationalized bank for INR 1, 00,000 or at least 3 percent of the contract value which is higher within 10 days of the receipt of the order. The format for performance guarantee will be supplied separately.
- 11.2 If the supplier fails to comply with the requirements within the stipulated period, the PS already deposited by him / them shall be liable for forfeiture and the Office of the Maharashtra Public Service Commission shall purchase the items required at the risk and cost of the successful quoter .
- 11.3 The performance security will be released to the successful quoter after completion of work and Office of the Maharashtra Public Service Commission is satisfied that there is no need to retain the said amount any further.

**12. Penalty:**

- 12.1 Service should be completed within time specified by the purchaser, failing which a penalty @ 0.5% for each day subject to maximum 10% of the bill of that particular consignment may be imposed and deducted from the concerned bill.
- 12.2 In case of delay beyond stipulated period, the MPSC may forfeit such amount or full amount of the Performance Security of the supplier as deemed fit besides getting the work done from any other source at the risk and cost of the supplier.
- 12.3 That, in case this office is of the opinion that the material provided by the supplier are not satisfactory or up to the mark, or the supplier commits any breach or misconduct on part of the supplier, this office reserves the right to withhold and deduct the amount or part thereof of the payments due and payable to the supplier.
- 12.4 The infringement of any of the instructions will be seriously viewed by the Commission and strict action as per Law will be initiated in case of default.

**13. Payment Terms:**

- 13.1 Payment shall be made within Three months from the date of supply after the submission of bill along with the acknowledgement receipts duly filled and signed by the competent authority and that no complaint is received by this office regarding the goods supplied.
- 13.2 The payment to the material supplied shall be made through online mode only.
- 13.3 Income tax and other statutory dues shall be deducted from the bill as per prevalent rates.

**14. Sealing, Marking and Submission of Offer: -**

- 14.1 The Technical offer and the Commercial offer shall be placed in separate envelopes super scribed: "Technical offer" or "Commercial offer" as the case may be, followed by the words "**Invitation of Quotation for Providing Services of Scanning and Processing of Muster/Interview Mark Sheets**".
- 14.2 Name of the supplier and contact address should also be written on the envelope.
- 14.3 The supplier shall seal the Envelope No.1 as Technical Envelope and Envelope No.2 as Commercial Envelope in separate inner envelopes, duly marking the envelopes as "Envelope No.1, Technical Envelope" and "Envelope No.2, Commercial Envelope".
- 14.4 The **Technical Offer (Envelope-1)** should contain following documents:-
- (1) Annexure-1- Acceptance Letter duly filled and signed
  - (2) Annexure-2- Details of Supplier.
  - (3) Annexure-3 -Undertaking in prescribed format.
  - (4) Certificate of Incorporation as issued under the Companies Act of 2013 or other relevant Act/Laws.
  - (5) Copy of PAN Card under Income Tax Act.
  - (6) Copy of GST Registration Certificate valid as on 1<sup>st</sup> April 2023.
  - (7) Copy of GST latest GST Payment Challan as per relevant Act/Law/Rules.
  - (8) Income Tax Return Acknowledgment / Income Tax Clearance Certificate for the last three years, i.e. 2021-2022, 2020-2021, 2019-2020.
  - (9) Copies of audited financial statement for last three years i.e. 2021-2022, 2020-2021, 2019-2020.
  - (10) EMD of INR 1,00,000/-

- (11) Proof in support of having experience of scanning and processing of at least 100000 ICR sheets for any of the Examination/Recruitment authority in a single order in Maharashtra within last 3 years as on 1<sup>st</sup> April 2023
- (12) Proof in support of having prominent presence of office in Mumbai/ Navi Mumbai/ Thane (Shop and Establishment Certificate or GST Registration Certificate or Electricity or Telephone bill in the name of the supplier)
- (13) Bank Particulars / Cancelled Cheque in the Name of Firm / Company
- (14) Complete set of quotation document duly attested and signed.
- 14.5** The sealed envelopes must be super-scribed with the following information:-
- (1) Type of Offer (Technical or Commercial)
- (2) Quotation Reference Number
- (3) Name of service provider.
- 14.6** The two envelopes shall be placed in an outer envelope.
- 14.7** The inner and outer envelopes shall also be addressed to Secretary, Maharashtra Public Service Commission at Trishul Goldfield Plot No.34 Sector 11 CBD Belapur, Navi Mumbai 400614
- 14.8** The name and address of the supplier shall be written on outer envelope to facilitate return unopened in case it is declared "late".
- 14.9** All two inside envelopes should be separately securely sealed and/or stamped.
- 14.10** If the outer envelope is not sealed and marked, the Secretary, Maharashtra Public Service Commission shall assume no responsibility for the Service Provider's misplacement or premature opening.
- 14.11** Telex, cable or facsimile Offers shall be rejected.
- 14.12** The Technical offer (T.O.) shall be complete in all respects and contain all information asked for except prices. The Technical Offer must be submitted in an organized and neat manner.
- 14.13** No documents, brochures, etc. shall be submitted in loose form.
- 14.14** All the pages shall be serially numbered.
- 14.15** Offers shall be submitted on the Letter Head of the firm, which should contain PAN/TIN No./STD Number/ Phone Number/Fax Number/URL, Email and other details of the firm.
- 14.16 Language of Proofs :**
- In case the document submitted is in a language other than Marathi or English, a certified copy of translation of the same in Marathi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.
- 14.17 Commercial Offer (Envelope-2)**
- (1) Second envelope shall be marked as Envelope No. 2. "Commercial Envelope" which contains only price schedule in the prescribed Pro-forma (**Annexure-4**).
- (2) The Commercial Offer shall be on fixed price basis.
- (3) Price quotation accompanied by vague and conditional expressions such as 'Subject to immediate acceptance', 'Subject to confirmation', etc. should be treated as being at variance and shall be liable for rejection.
- 15. Last Date and Time of Receipt of Quotations :**
- 15.1** The quotations should be sent in sealed envelope in the name of Secretary, Maharashtra Public Service Commission at Trishul Goldfield Plot No.34 Sector 11 CBD Belapur, Navi Mumbai 400614 latest by **3.00 PM on 2<sup>nd</sup> June, 2023**.
- 15.2** Quotations will be opened in the presence of the quoter or their representative who choose to attend.
- 15.3** The date and time will be communicated after the closing date for submission of quotations.

Dated :- 25<sup>th</sup> May, 2023

Secretary  
Maharashtra Public Service Commission

**ANNEXURE-1**  
**PURCHASE REQUISITION (On Letter-Head)**

Date: \_\_\_\_\_

Purchase Requisition Document Reference No.:

To,

The Secretary,  
Maharashtra Public Service Commission,  
Navi Mumbai

SUBJECT: PURCHASE REQUISITION DOCUMENT FOR PROVIDING SERVICES OF SCANNING AND PROCESSING  
MUSTER/INTERVIEW MARK SHEETS.

Gentlemen:

Having examined the Purchase Requisition Document documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as Vendor as mentioned in the Scope of the work as required by Secretary, M.P.S.C. in conformity with the said Purchase Requisition Document documents.

I/ We undertake that the Prices are in conformity with the specifications prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.

I/ we undertake, if our Purchase Requisition Document offer is accepted to perform in accordance with the time schedule specified in the Purchase Requisition Document.

If our Offer is accepted, we shall submit the Performance Guarantee of INR 1,00,000/- or a sum of 3% of the Contract Price whichever is higher for the due performance of the Contract during the Contract period at the time of signing of Agreement in the Form prescribed by the Purchase Requisition Documenting Authority.

I / We agree to Offer this quotation for the aperiod of 180 days after the date fixed for Offer opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Offer offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive. We agree to the terms and conditions mentioned in the Purchase Requisition Document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Signature: \_\_\_\_\_

(In the Capacity of : ) \_\_\_\_\_

Duly authorized to sign the Purchase Requisition Document offer for and on behalf of



**ANNEXURE-2**  
**DETAILS OF SERVICE PROVIDER (On Letter-Head)**

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

**1. General Profile of the Company / Firm:-**

(1) Name and Address of the Company / Firm With Telephone Nos., Fax, E-mail and Website	
(2) Date of Incorporation	
(3) Offices situated at different locations	
(4) Infrastructure facilities	
(5) Turn over for last three years (Audited Annual Accounts and Annual Reports) of three accounting years to be submitted)	
(6) Turn over from Printing related business.	
(7) Executive Profile	
(8) Service Tax Registration Number	
(9) GST Registration Number	
(10) PAN No.	
(11) Premises / space available in square feet	

**2. Details of Manpower:-**

**3. List of Services (For a period of last Five years):**

Sr. No.	Name and Address with Tel. No.	Contact Person and Contact Number	Nature of Job	Total Value of the Contract (In Rs.)

(Separate pages in the same format may be taken to elaborate the projects undertaken)

**4. Quality Certificate, if any:**

Sr. No.	Name of the Certificate	Certified By	Year of Getting Certification	Whether Certificate is valid as on date

**5. Awards for Products/Services, if any:**

Sr. No.	Name of the Certificate	Certified By	Year of Getting Certification	Field of Award (S / W development Consultancy)

**6. Name, address and Telephone Number [Office, Residence, Mobile] of the Contact Person to whom all References shall be made regarding this Purchase Requisition Document:**

Telephone:  
Office - Residence -  
Mobile -  
Fax No.-  
E-mail:

**Note:**

- 6.1 Inadequate information could lead to disqualification of the Offer.
- 6.2 All items should be supported by proper documents.

6.3 No change of any kind should be made in this format. Inadequate information or change in format could lead to disqualification of the Offer.

7. Details of Manpower EXCLUSIVELY ASSOCIATED WITH THIS PROJECT

Sr. No.	Name of Employee	Designation in the Company	Total Years of Experience	No. of years in the Company
1				
2				
3				

8. PERFORMANCE STATEMENT

Details of Past Contract similar to this Contract (for a period of Last Five years)

Sr. No.	Name and Address with Tel. No.	Contact Person and Contact Number	Nature of Job	Number of Similar Type of Services	Total Value of the Contract (INR.)	Date of Completion of Contract		Penalty imposed if any
						As per Contract	Actual	

(Separate pages in same format may be taken to elaborate the projects undertaken)

**Note: -**

Please enclose Work-orders along with Completion Certificates / Testimonial given by concerned organizations for whom work is done.

Date:-  
Place:-

Name of the Quoter: -  
Signature: -

Seal of the Organization: -

**Annexure – 3**  
**Undertaking (On letter Head)**

I/We undertake that we do not have any relation with purchase officer or any other employee of the MPSC. Also we have submitted single quotation for this supply.

Seal

Authorized Signatory

Dated:

Annexure-4

PROFORMA FOR SUBMISSION OF QUOTATION (on the Letter-Head of the Quoter)

Date:

To,  
The Secretary,  
Maharashtra Public Service Commission,  
Navi Mumbai

Name of Work : Providing Services of Scanning and Processing of Muster/Interview Mark Sheets

Reference: - Quotation No:

Sir,

I / We do hereby tender to execute the above mentioned work on piece work basis and in accordance with the terms and conditions of the quotation and as per specifications mentioned herein the quotation form in consideration of payment being made for quantity of work, executed at tendered rates indicated as follows:-

Sr. No.	Description of the Item	Rate Per Sheet (INR.)
1	Providing Services of Scanning and Processing of Muster/Interview Mark Sheets as per Scope of Work	

Notes:- (1) The unit rate should be quoted for one sheet only excluding GST.  
(2) GST should be charges extra and should be as actual while billing

We have read the Quotation Notice, Terms and Conditions of the Quotation, Instructions to the Quoter and Rules and Regulations of the MPSC and the same shall be binding on us.

Yours faithfully,

Signature of Quoter

Date : / /2023

Name :-

Address :-

Seal:-