

**BIDDERS ENQUIRIES AND DIRECTORATE'S RESPONSE**

Name of Company		CMC		
Sl. No.	Description	Clause number	Query	Directorate's reply
1	The consultant will arrange to publish the same in some local as well as regional newspapers, to be specified by the Directorate for wide circulation.	2.3.1a	<ul style="list-style-type: none"> <li>• Kindly clarify in how many local &amp; regional newspaper the advertisement is to be given.</li> <li>• Can we give a short advertisement in the newspaper mentioning the website where the detail advertisement would be available?</li> </ul>	<ul style="list-style-type: none"> <li>• ABP, Bartaman, Pratidin, Ajkal, Uttarbanga Sambad and Himalchuli</li> <li>• Newspaper advertisement should show all important details. However the advertisement will also be uploaded in website.</li> </ul>
2	The Consultant will design the application form and, after the format is approved by the Directorate, will print the forms in sufficient number, and make such forms available in selected places/ Offices for sale.	2.3.1a	<ul style="list-style-type: none"> <li>• Kindly clarify if selling forms are the responsibility of the Consultant or the Directorate</li> <li>• Kindly clarify the places from which the forms can be sold.</li> <li>• Kindly confirm if an online registration facility can be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Selling forms is the responsibility of the Directorate.</li> <li>• From selected offices of the Divisional Forest Officers of different districts.</li> <li>• No</li> </ul>
3	The Consultant will take over the applications received by the Directorate and remit the postal orders/ Bank drafts to a bank a/c to be specified by the Directorate.	2.3.1b	<ul style="list-style-type: none"> <li>• What would be the frequency of collection and remittance?</li> </ul>	<ul style="list-style-type: none"> <li>• Clause 2.4 i.e. time schedule of the project shows that week 8 to week 16 has been kept for Remittance of and accounting for Examination Fee. From 8<sup>th</sup> to 12<sup>th</sup> week, the collection will be once a week, from 13<sup>th</sup> to 14<sup>th</sup>, twice a week, in 15<sup>th</sup> and 16<sup>th</sup> week, on alternate day and it will stop within 3 days after the closing date for submission of application forms by the candidates.</li> </ul>

			•Can we tie up with a bank for collection of fees instead of DD/IPO	• No.
4	A comprehensive list of all eligible candidates along with their profile	2.3.1cii	•Can we get an outline of eligibility criteria?	• Please go through Essential qualifications on Page 3.
5	The admit cards should be sent by post under certificate of posting.	Clause 2.3.1d	•As UCP service is discontinued what should be your preferred option for posting , Registered Post/ Speed Post?	• Ordinary post if UCP services are not available. • A day to day list of posting is to be given to the Directorate.
6	The Consultant shall communicate to all ineligible candidates the reasons why their applications has been rejected.	Clause 2.3.1d	•Can we post the list, with rejection reasons, in the website, instead of sending the same by post?	• Yes but it should be clearly mentioned in the form. It should also be mentioned that the name of those whose forms are received late/ not received will not appear in the website.
7	Manuscripts and question papers which shall be multilingual	Clause 2.3.1e	•Please clarify how many language and series are to be printed?	• Bangla, Hindi, Nepali and Santhali • Two series, set A and set B, i.e. same questions in different sequences.
8	The Directorate will provide a list of test centers to the Consultant	Clause 2.3.1f	•Does the Consultant need to book Examination Centers/ Venues?	• No. The Directorate will do this.
9	The interview call letters shall be sent by post under certificate of Posting	Clause 2.3.1h	•As UCP service is discontinued what should be your preferred option for posting , Registered Post/ Speed Post?	• By registered post if UCP services are not available.
10	The successful bidder shall execute an agreement for the fulfillment of the contract with the Directorate at the time of execution	Clause 4.3	•Kindly provide us the draft copy of the agreement for our review.	• A draft copy will be provided which will be subject to change.
11	The Directorate will not pay any increase in duties, taxes and surcharges on accounts of any revision by the Government after expiry of the stipulated delivery period in the work order.	Clause 6(f)	•All price quoted by us will be after considering the prevailing tax rates. Kindly consider that any increase in taxes etc shall be paid or reimbursed by the Directorate, as levied by the Government during the delivery period.	• It cannot be considered by the Directorate.

Name of Company

**DESCON**

Sl. No.	Description	Clause number	Query	Directorate's reply
1	Nil	Not mentioned	Tentative number of applicants for the said examination.	<ul style="list-style-type: none"><li>• It cannot be predicted.</li><li>• Please refer to Clause 2.19.1 where you have been requested to submit your bid for different slabs.</li></ul>
2			Size of newspaper advertisement along with page preference	<ul style="list-style-type: none"><li>• Newspaper advertisement should show all important details. However the advertisement will also be uploaded in website.</li><li>• No page preference, but it should be prominently placed.</li></ul>
3			Nature of circulation along with no. of advertisement and medium	<ul style="list-style-type: none"><li>• ABP, Bartaman, Pratidin, Ajkal, Uttarbanga Sambad and Himalchuli</li><li>• (Bangla and Nepali)</li></ul>
4			Size of application form like A3 A4 etc along with printing specifications	<ul style="list-style-type: none"><li>• A4. Printing should be clear and legible.</li></ul>
5			Application form distribution and collection through bank branches or application form will be hosted through the website....	<ul style="list-style-type: none"><li>• Please go through clause 2.3.1a and the answer given against question 2 of CMC.</li></ul>
6			Scanning of applicants' photo and signature required?	<ul style="list-style-type: none"><li>• Yes. It will be required for attendance sheet and issuance of duplicate admit card.</li></ul>
7			Process of issuance of duplicate admit card.	<ul style="list-style-type: none"><li>• The Directorate will take care of this, in case duplicate admit cards are to be issued. The duplicate admit card will be issued only to those whose name will appear in the website but have not received admit card.</li></ul>
8			Attendance sheet with photo and signature required or not.	<ul style="list-style-type: none"><li>• Yes.</li></ul>
9			Quantity of buffer stock for application form, admit card and OMR sheets	<ul style="list-style-type: none"><li>• Please quote rate as per slab mentioned in the tender document.</li></ul>
10			Will there be any descriptive part for the said examination.	<ul style="list-style-type: none"><li>• No</li></ul>

11			Question paper distribution at district level or venue level.	<ul style="list-style-type: none"> <li>• Question paper will be handed over to the Directorate as per the terms of tender document. Distribution at venue level will be taken care by the Directorate.</li> </ul>
12			Whether distribution and collection of OMR sheets from designated venues will form the part of consultant's responsibility?	<ul style="list-style-type: none"> <li>• Distribution and collection of OMR sheets to and from venue will be taken care of by the Directorate.</li> </ul>
13			Venue arrangements will be done by whom?	<ul style="list-style-type: none"> <li>• By the Directorate</li> </ul>
14			Venue expenses will be incurred by whom?	<ul style="list-style-type: none"> <li>• By the Directorate.</li> </ul>

**Other questions raised during the meeting**

1.			Is printing of information brochure necessary along with application form?	<ul style="list-style-type: none"> <li>• Yes.</li> </ul>
2			Language for application form	<ul style="list-style-type: none"> <li>• English</li> </ul>
3			Number of questions in the question paper as the cost of printing will depend on the volume	<ul style="list-style-type: none"> <li>• There will be approximately 120 questions</li> </ul>
4			Generation of desk slips	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
5			Admit card with or without scanned photograph?	<ul style="list-style-type: none"> <li>• With scanned photograph as it will be required for issuance of duplicate admit card as well as attendance sheet.</li> </ul>
6			Issuance of duplicate admit card: what will be the process?	<ul style="list-style-type: none"> <li>• To be handed over to the Directorate so as to reach the venue one week before the examination date</li> </ul>
7			Quality of paper	<ul style="list-style-type: none"> <li>• <b>Application form: 80GSM</b>, with unique serial number for each and <b>A4 size paper.</b></li> <li>• <b>OMR: 106 GSM/110 GSM and A4 size paper with unique serial number and without Bar Code.</b></li> <li>• <b>Admit card : 80 GSM and A5 size paper</b></li> <li>• <b>Question paper: 70 GSM and A4 size paper</b></li> </ul>