

District Project Office, RTE-SSA, Keonjhar
In front of Govt. Press Keonjhar, Keonjhar-758001

Order No 1783 SC/ST Date 22.07.2019

Quotation for Procurement of OMR sheets, Scanning/Processing of
OMR Sheets and Results Cards for **DMF Scholarship Test-2019**.

Quotations in sealed cover are invited for printing ,Supply and Evaluation of
OMR Sheets for conducting **DMF Scholarship Test** in Keonjhar District for the year 2019.

Scope of Work

There are 60,000 (Sixty Thousand) OMR Sheets to be printed, scanned and supplied. Up to 20% of the print order quantity may be increased or decreased depending upon the requirement which will be furnished by DPC, SSA, Keonjhar. All the used OMR Sheets will be evaluated by the firms using its manpower, software & Scanners. The technical specifications of each item viz. OMR Sheets, Result Cards and Evaluation of OMR Sheets are as follows:-

Sl.No	Item	Specification
1	OMR Sheets	<ul style="list-style-type: none">The OMR Sheets should be of a minimum of A-4 Size and 105 GSM Paper;
		<ul style="list-style-type: none">Both sides of OMR Sheets should be printed. On one side, instructions should be printed and on the other side, the space for making answers should be made
		<ul style="list-style-type: none">Proper timer marking with required intensity and alignment should be printed;All instructions on OMR Sheets should be in bilingual (Odia & English).
		<ul style="list-style-type: none">All OMR Sheets should be scanned and verified before supplying to the District Project Office, SSA, Keonjhar
2	Evaluation of OMR Sheets	<ul style="list-style-type: none">The firm should arrange its own scanner, software, and manpower for scanning.The header number / serial number should be printed on OMR Sheet during scanning.The date and time of scanning should be printed on the OMR Sheet during scanningThe marks obtained should be printed on the OMR Sheet during scanning.Provision for identification of OMR Sheets which do not contain required/ correct information related for examination.The software of scanning should be able to evaluate as per the different weightage / marks allotted to the questions.After scanning the firm should be able to generate

		<ul style="list-style-type: none"> • the Report giving at least the following parameters, i.e. <ul style="list-style-type: none"> ▪ Scan Number, ▪ Reference Number, ▪ Roll Number and Scores – both ▪ Break up & total with analysis based on subject-wise marks.
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The terms & conditions will be as follows:-

1. The firm should have at least five years' experience of doing similar work in Government Departments for which registration of the firm is required.
2. The firm should have a turnover of a minimum of Rs. 5.0 lakhs per year in the past three years;
3. The firm should submit a satisfactory performance report from at least three Government Departments and also income tax clearance /GST certificate;
4. The firm should be able to scan the OMR Sheets using the master answers prepared on the OMR Sheets or transmitted from the Question Data Bank Computer. Further scanning machine should be linked to the scanner to transmit the Scanned Data;
6. The firm should be capable of printing the score of a candidate on the OMR Sheets up to two places of decimal;
7. The interested / eligible bidders are, therefore, advised to go through the OMR Sheets so as to ensure the nature of work involved in supply, scanning and processing of OMR Sheets produce the desired output / result;
9. The quotation shall remain valid for a period of one year which can be extended for further period subject to satisfactory performance of the firm;
10. The payment shall be made after satisfactory completion of the job. The firm should submit the bills in three copies after completion of the work.
11. The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
12. The quotation should accompany a Demand Draft of Rs. 10,000/- as Earnest Money in favour of DPC, RTE-SSA, Keonjhar. Without Earnest Money, the bid(s) will not be entertained. The successful bidder will have to submit a bank guarantee of Rs. 20,000/ -
13. The bidder should specifically submit a undertaking that he is not currently black listed by any Govt. Department.

14. If the firm fails to supply the goods, scanning of OMR Sheets as per our requirement within stipulated time, the contract will be terminated without any notice. In that case, the Earnest Money will be forfeited and the firm will be blacklisted.
15. The rate of the articles offered by the quotation should be inclusive of all taxes and transportation charges to the destination i.e. District Project Office, SSA, Keonjhar.
16. The bidder has to submit sample paper physically along with other requisite documents with the bid document for instant verification.
17. In case of any difficulty / doubt, the interested firm may contact the undersigned in his office on any working day.
18. The quoted price (per piece of OMR Sheet) include the price of printing, transportation, scanning and evaluating the OMR Sheet. No further claim for the firm for any kind of extra charges for above assignment will be entertained

GENERAL REQUIREMENT:

1. The requirement of OMR Sheets will be intimated separately as per the requirements of the numbers of children appearing in the Scholarship test in every suggestion;
2. It is to confirm here that the contract will be awarded to one single firm Only to carry out entire work relating to supply of OMR Sheets, Result Cards and scanning of OMR Sheets including processing & Printing of scores on the OMR Sheets to avoid compatibility problems;

The last date for submission of quotations can be received at this office till 31.07.2019 up to (02.00 p.m.).The quotations will be opened on 31.07.2019 at 3.00 PM in the Office Chamber of the PD,DRDA Keonjhar.

Sd/-20.07.2019

District Project Coordinator
RTE-SSA, Keonjhar

Format for Application

Name of the Firm	
Detailed Address of the firm	
Registration Number	
Experience In years for printing of OMR sheets, Scanning/Processing of OMR Sheets tom mentioned in years.	
Satisfactory performance report from at least three Government Departments to be enclosed	
Latest Income tax Clearance Certificate/GST to be enclosed	
Sample paper to be enclosed mentioning the Specification of the paper.	
EMD Details	
• Amount	
• Date	
• Bank	
Price Quoted for Piece of OMR Sheet Excluding GST (Price include printing, transportation, scanning and evaluating the OMR Sheet).	

I hereby declared that my firm has not been black listed by any Govt. Deptt/ Agency at any time due to breach of contract. I further declare that the information furnished above are true and fair in all respect.

Signature of the Bidder