

Uttarakhand Ayurved University
Harrawala, Dehradun - 248001

Tender Form No.
Sold On
Cost of Tender Form Rs. 1000/-
VAT 13.5% Rs. 135/-
Total - Rs. 1135/-
Signature of issuing officer (with Seal)

**Tender for data Processing Work of Pre-and Post Entrance Examination
for the Year 2014-15**

Last Date for Submission of Tender Form	: 31.12.2013 at 04:00 p.m.
Earnest Money	: Rs. 40,000/- (Rupees Forty Thousand only)
Opening of Technical & Financial Bid	: 31.12.2013 at 04:30 p.m.

Eligibility Conditions & Important Points:

Sealed Tenders are invited from reputed firms who fulfill the following parameters:

1. At least five years experience with proven record of accomplishment of examination processing through ICR/OMR Technology of similar professional Entrance Examination of Universities/ Higher Educational Institutions.
2. Minimum number of candidates handled in a single exam should be ten thousand.
3. The minimum average annual turnover of the firm should be Rs. Twenty five lacs or more for the last three financial years.
4. Certificates are to be enclosed from organizations, which have employed the firm for pre and post examination work of Entrance Examination, and for development of software for processing the University examination related work.
5. List of such organization with contact person details including Mobile, Telephone no, e-mail and website are to be enclosed from organizations which have employed the firm for result processing and data entry of examination.
6. The firm shall submit copy of Registration certificates in regard to TIN, PAN, Service Tax, etc. The firm shall furnish copy of income tax return of the firm for last three years including F. Y. 2012-13.
7. The Tender document must be accompanied with a Demand Draft of Rs. 40,000/- (Rupees Forty thousand only) as EMD along with other details as mentioned in the Tender document. The EMD shall be in favor of the "Finance Officer, Uttarakhand Ayurved University" payable at Dehradun, Uttarakhand. Unsuccessful Bidder's bid security will be discharged / returned as per the rule of UAU.
8. The availability of the computer hardware, experienced staff, financial soundness and firm's past experience of similar kind of job shall be the primary criterion for judging the technical capability of the Firm.
9. Late/Delayed tenders due to any reason whatsoever will not be accepted / considered at all under any circumstances.



TERMS AND CONDITIONS

1. The tender shall remain valid for one year after the date of opening. No modification to the tender form or price is permitted during the period of validity of the tender.
2. Rates Quoted shall remain fixed until the contract period.
3. The firm would be required to sign an agreement on a stamp paper of an appropriate value.
4. Period of contract: The one year period of contract will commence from the date of signing of the contract.
5. The firm shall maintain the confidentiality and integrity of the data of the examination process at each stage.
6. The firm shall dedicate reliable and experienced Software Engineers / Programmers having expertise in scanning and preparation of database on the basis of ICR/OMR technology and also other supporting staff including data entry operators, who shall be exclusively dedicated to this work till its satisfactory completion. The UAU expects from firm to provide professional, objective and impartial advice at all times keeping the UAU's interests at paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
7. Pre & Post examination processing is to be carried out through scanning of ICR/OMR or combined ICR/OMR Form using automatic image scanner/OMR and preparation of database through scanning.
8. The successful Bidder's bid security (EMD) will be discharged upon the successful bidder signing the Contract/agreement and furnishing the **Performance Bank Guarantee of in favors of the Registrar, Uttarakhand Ayurved University Dehradun, Uttarakhand** valid up to sixty (60) days after the completion of contract from a scheduled/Nationalized Bank for 10% of the total order value within 07 days of the placement of work orders..
9. Tender duly signed by tendered must be addressed to **Registrar, Uttarakhand Ayurved University Harrawala Dehradun, Uttarakhand 248001 Uttarakhand-India** and not to any individual by name. The tender must reach on or before (Date) (Time). Each page of the tender must be signed by the tendered. Any tender received after the due date and time prescribed will be rejected. The tender forms will be opened in the presence of the Tenderness or their authorized representatives who choose to attend at the time and data specified in the tender notice at the office of the Registrar. Not more than two persons will be permitted for a valid tender.
10. The Registrar, UAU reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons.
11. The successful bidder shall enter into an agreement within 7 days after receipt of order. Failure on the part of successful bidder to enter into an agreement within 7 days shall entail to forfeit the earnest money deposit besides being liable for suitable legal action by the UAU and the firm will be kept under black list.
12. Successful bidder shall carry out the instruction given from time to time by the UAU and shall adhere to the time schedule.
13. All the disputes shall be subject to the jurisdiction of Dehradun.
14. If the University feels at any stage, the work entrusted has not been executed to meet the requirements of the University as per the scope and time schedule, the University will be at liberty to cancel the agreement and to take back all the materials given to the successful bidder at any time. In such case, the security deposit will be forfeited and performance guarantee shall be en- cashed in favor of the Uttarakhand Ayurved University.

15. If any of the services/deliveries cannot be made in accordance with the time schedule prescribed from time to time, the University has sole right either to cancel the contract and the cost involved in getting the work done elsewhere will be charged from the firm and /or to impose penalties on the firm as decided by the Registrar/Vice Chancellor of the University.
16. The firm has to provide statistical information of pre examination & post examination results as per requirement of the University.
17. The firm shall work as per terms, conditions prescribed, and directions given by the University from time to time.
18. The firm shall not sub-let or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the technical parameters on its own. Penalty shall be imposed against defaulters as decided by the competent authority.
19. The firm must be competent to develop the required Software for stage-wise processing to give the outputs as desired by the University right from the initial stage to the preparation of results.
20. The technical and financials bids will be opened on (date) at 11AM & 3.00Pm in presence of the tenders who may wish to be present.
21. The formats of various input and output reports can be seen on any working day in the office of Examination.
22. The rates are invited for one year 2014-2015 but the approved rate may be extended for next two year after mutual agreement between the vendors and the university subject to performance to be reviewed at the end of each year.
23. The technical details may please be submitted in **Annexure-III** and rates for Pre & Post examination processing in **Annexure IV**.
24. The agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
25. The time schedule may be required to be adjusted as per requirements of the University and is to be observed strictly as per directions of the University from time to time, as the work of Various Entrance examination data is highly time bound. In case of any delay in supplying the desired reports, on the part of the agency, it shall be liable to pay charges @ Rs. 1,135/- per day to the University.
26. The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the University. Each document and data given by the University will have to be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the University. In case of lapse, the agency will be fully responsible for the consequences.
27. The University will not pay any charges for system designing or software development or processing whatsoever.
28. The 100% payment will be made after satisfactory completion of work only. The charges will be paid on the actual number of ICR/OMR sheets supplied and the number of candidates appeared in the examination.
29. The agency will arrange for collection of input documents/data from the University's concerning office and return the same along with the output reports at the same office.
30. The data stored will be the property of the University and the agency will have to supply a copy of the updated data file on CD as and when required by the University. Data will not be erased without written permission of the University.

31. The checklist shall have to be supplied to the University after data scanning, validation, manual checking (Pre-exam) and updating and before supplying the check list/output file, the agency will have to ensure 100% accuracy of the input data. Only discrepancies will have to be referred to the University.
32. Any variation in the particulars of the candidates in database and in the documents in Pre- Examination & Post Examination stage shall be treated as errors and shall be the responsibility of the agency. In case of errors in data i.e. variation between document and database at Pre-examination stage, penalty clause shall be applicable as decided by the University.
33. Agency shall have to ensure 100% matching of particulars of the candidates, photographs, address and signature of the candidate on photo admit card and photo attendance sheet. And also ensure that the photographs of the candidates are not miss-identified and wrongly attributed. Mismatch in photographs/Signature/Address, if any, will be treated as mistake. For each mismatch Rs. 100/- will deducted. The errors shall be counted after issue of admit cards.
34. The reports shall have to be prepared as per instruction of the University in the formats given/approved by the University.
35. The agency shall have to supply up to three copies of each report wherever number of copies required is not mentioned.
36. The Agency shall have to manually check pre-exam scanned data and verify and update the same with corrections if any, to achieve 100% accuracy.
37. In order to ensure 100% accuracy, the agency shall have to do data entry of key fields of application forms, collate the same with scanned data, and update the data with corrections if any.
38. Tender in sealed cover super scribed "Tender for Data Processing Work of Pre and Post Entrance Examination for the year 2014-15, should reach to the Registrar, Uttarakhand Ayurved University Harrawala Dehradun-248001, Uttarakhand by Speed/Registered post.
39. **Single rate per candidate** (including cost of all kind of expenditure – type of stationeries for OMR Answer Sheets/ Roll list/ Admit card/verification form/ OMR Answer Sheet/ Result tabulation/ mark slip/ Admission letter etc.) basis has to be quoted for the entire examination work as per Annexure - III.
40. Tender Forms can be downloaded from the University website. Form fee of Rs.1000/- is payable by demand draft in favors of Finance officer, Uttarakhand Ayurved University Harrawala, Dehradun.

41. Sealing of envelopes:
 - (a) The technical details and experience as per **Annexure-III** along with EMD Bank draft be sealed in an envelope super scribing "Technical Details for Data Processing Work of Pre and Post Entrance Examination 2014-15."
 - (b) The rates as per **Annexure-IV** are sealed in another envelope super scribing "Financial Details for Data Processing Work of Pre and Post Entrance Examination 2014-15".
 - (c) These two envelopes are to be sealed in an envelope super scribing "Tender for Data Processing Work of Pre and Post Entrance Examination 2014-15".

Evaluation Methodology

Envelope ‘A’ (Technical Bid) shall be opened first and each tender shall be scrutinized on the Pre-defined technical parameters mention in Annex.-III. **Envelope A** will contain Technical and other details:

1. Covering letter in the prescribed form given in this document. (Annexure-I)
2. Compositing of the team and tasks of each Team member. (Annexure-II)
3. Stage wise Time Schedule of entire work.
4. Copies of registration of Firm’s TIN, PAN, Service Tax, Income tax returns etc.
5. Earnest Money Deposit for an amount of Rs. 40,000/- (Rupees Forty thousand only) in the form of Demand Draft of any Nationalized Bank payable to the “Finance Officer, Uttarakhand Ayurved University” payable at Harrawala, Dehradun.
6. And all other details, **except the Financial Bid.**

Envelope ‘B’ will contain Financial Bid:

1. The bidder shall quote rate in the prescribed Financial Bid format for the entire project on per candidate basis. (Annexure-IV)
2. The bidder shall quote the rate inclusive of all kind of expenditure, taxes, duties, etc.
3. The price, once offer, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity.
4. A bid submitted with an adjustable price quotation will be rejected as non responsive.
5. Any bid submitted with certain conditions shall summarily be rejected.
6. The Financial bide of those tenders who do not qualify on the basis of technical parameters shall not be opened and summarily reject.
7. The University reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposals received if deemed in the best interest of UAU to do so.
8. The University reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. The University may prefer the bidder with sound Technical Team and better vision for entire scope of work.
9. Any attempt by a Bidder to influence the University in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder’s Bid.

After scrutinizing the technical bids, the tenders, who are found, qualified as per the technical parameters laid down in this document, their financial bids shall be opened on the office of Registrar, Uttarakhand Ayurved University Harrawala, Dehradun. Qualified Tenders or their duly authorized representatives are requested to be present at the time of opening the financial bids.

Disqualification

The bid is liable to be disqualified in the following cases:-

1. Bid is not accompanied by all the requisite documents.
2. Bid is received in incomplete form.
3. Information submitted is found to be misrepresented, incorrect or false, accident ally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
4. Both the Financial bid and Technical bid are placed in the same envelope.
5. Bidder fails to deposit the security or fails to enter into a contract within 7 days of the date of notice of award of contract or within such extended period, as may be specified by the University.

Termination for Default

1. The Uttarakhand Ayurved University, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract.
2. If the selected Bidder fails to implement the system within the time period(s) specified in the Contract. Or within any extension thereof granted by the University.
3. If the selected Bidder fails to deliver any or all contracted services as per service standards specified in the Contract.
4. If the selected Bidder fails to perform any other obligation(s) under the Contract.
5. If the selected Bidder in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
6. In the event, University terminates the Contract, the University may procure upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to the University for any excess costs for such similar services. The University would be free to take over fully the assets and operations earlier being undertaken by the Bidder.

Description of Tender Work

Section [A]: Volume of Work for Pre-Examination

Approx. numbers of candidates vary from 100 to 5,000.

(There are 4-5 different kinds of Entrance Examinations. The OMR applications form will also be different)

Period during which the Work is to be done: Within 20 days or earlier after receiving confirm order and Input documents.

Details of works to be done in own premises of the firm:

- (i) Scanning of OMR sheets fill up by the candidate to capture data, photographs, signature etc.
- (ii) Checking of information filled in the OMR sheets through software or manually.

Input documents:

- (i) OMR Application Form for scanning/Manual data entry supplied by the agency
- (ii) List of Examination Centre and their codes
- (iii) Subject name and codes
- (iv) Other information, if any.

Output Reports

- (i) Creation of candidate's master file after scanning of OMR sheet and ICR sheet (on minimum 200 dpi grey scale in JPG/BMP format) of Application Forms with photograph, address, thumb impression and signature of the candidate through ICR. After data scanning and conversion, verification and validation has to be carried out to make data 100% accurate.
- (ii) Scanning of Application forms and capturing of photographs, address and signature of the candidate through image scanner (on minimum 200 dpi grey scale in JPG/BMP format).
- (iii) Creation of Center Master file.
- (iv) To generate roll number on the candidates master file as per instruction of the University.
- (v) To print the College-wise (three copies) a complete final roll list of candidate based on application form as per requirement of the University.
- (vi) To print list of eligible candidates-Centre/Roll No wise.
- (vii) To print list of not-eligible candidates and letters with address.
- (viii) *To print and supply Admit card in pre-printed stationery with photographs, signature and address of the candidate through laser printer in a pre-printed stationery(three admit card in A4 size) and as per instructions of the University. Per-printed stationery to be supplied by the agency in **two colours-both** sides on 120 GSM paper with fine perforation in central line of the paper for tearing purpose.*
- (ix) To provide updated candidates master files with photographs, address and candidates signature on required format in CD.
- (x) Provision of uploading the Admit card on University website for those candidates who do not receive the original.
- (xi) Data entered must be verified and should be error free.

Section [B]: Volume of Work for Post-Examination

There are different Kinds of Entrance Examinations. OMR Application forms except for examination-I mentioned in financial bid and OMR Answer sheets will be supplied by the agency/firm in quoted rate. (i) In one type of examination one Answer sheet will be used by each candidate (ii) Two Answer sheets per candidate will be used in second type of examination. (iii) Two examinations are quite different from others, as more than 40 and 70 kinds of different examination programs will be there in each entrance examinations of Pre-Ph.D and P.G using one OMR answer sheet with feeding of programmer-wise answer key.

Period during Which the Work is to be done: Within 05 to 10 days after receiving confirm order and Input documents.

Description of Work:

- (i) The Pre-printed OMR Answer sheets will be supplied by the agency as per specification of the University within fifteen days of receiving confirms order.

Details of Works to be done in University/Own Premises:

- (ii) Scanning of OMR Answer sheets to capture data.
- (iii) To punch/verify/check and merge the Answer sheets which has been rejected in scanning.
- (iv) To make link with the data file of pre-examination and collating with scanned data of post examination as per direction of the University.
- (v) Answer Key feeding and Result Processing (tabulation of result) and Collation.

Impute Document:

- (i) Raw Score data file for each paper
- (ii) List of absentees
- (iii) Candidate masters on CD
- (iv) Answer Key for each paper
- (v) Update/correction of data for the input data till the post exam data becomes 100 percent accurate.
- (vi) Master file along with address, photographs and signature for each candidates or as per instruction of the University.

Output Reports:

- (i) To create absentee file for each paper from the list of absentees/Attendance Sheets and merge the absentee file with raw score data file.
- (ii) To print edit list-missing/extra/duplicate roll number list and update the raw score data file with corrections advised by the University till all mistakes are removed. To print update list.
- (iii) To provide a copy of the Absentee data file for each paper on CD for collation.
- (iv) To provide a copy of the raw score data file for each paper on CD for collation as per requirement of the University.
- (v) To update the raw score data file with the corrections as advised by the University and print update list for error cases only till all mistakes are removed.

- (vi) To calculate marks for each paper.
- (vii) To create result master file by merging marks file with candidate admission master and to generate rank for each candidate as per requirement of the University.
- (viii) To print provisional merit list along with raw score data (if required) as per requirement of the University.
- (ix) To provide a copy of result master file with generated rank on CD as per requirement of the University.
- (x) To update the result master file with the corrections and print the update list for error cases only till all mistakes are removed.
- (xi) To Sequence the result master file as per requirement of the report and to print the following reports in the formats approved by the University.
 - (a) To print tabulation register for all candidates (Two copies).
 - (b) To print merit list and waiting list roll number wise and rank wise as per requirement of the University.
 - (c) To print centre/college wise statistics
 - (d) To print score cards with address of all candidates on laser printers as per instructions of the University. Stationary (A4) will be provided by the agency.
 - (e) To provide updated result master with raw score marks and ranks on CD as per requirement of the University.

(Examination)

Registrar

Annexure-I

FORM FOR COVERING LETTER TO BE PRINTED ON FIRM'S LETTER HEAD

NOTE: TO BE SEALED IN ENVELOPE A (TECHNICAL BID)

**From
Name of Firm**

**To,
The Registrar
Uttarakhand Ayurved University
Harrawala, Dehradun-248001
Uttarakhand – India**

**Sub: Submission of Tender form for Pre and Post Examination Processing Work
of Entrance & other Examination 2014-15.**

Ref: Tender document No. of Uttarakhand Ayurved University

Sir,

We the undersigned, offer to provide our services for all the work as mentioned in your above referred tender.

We are submitting our proposal herewith together with all standard formats. We are meeting the pre-qualification criteria as stated in the tender document.

We hereby assure you that all work entrusted to us will be treated with high end security and confidentiality at our premises. We will take adequate steps to protect your sensitive data.

We will abide by all the terms and conditions as mentioned in tender document and one of our executive will remain in touch with the Registrar of the University.

Yours sincerely

Authorized Signatory

(With full name, Designation, date and stamp)

Annexure-II

NOTE: TO BE SEALED IN ENVELOPE A (TECHNICAL BID)

Composition of Team Personnel and each Member to be deployed for this Work

1- Technical Staff

Sr. Name Position Task Experience

Qualification

2- Support Staff

Sr. Name Position Task

3- Data Entry Operators

Sr. Name Qualification

Authorized Signatory

(With full name, Designation, data and stamp)

Annexure-III

UTTARAKHAND AYURVED UNIVERSITY, HARRAWALA, DEHRADUN (Technical bid for Pre and Post activities of Entrance & other Examination 2014-15)

NOTE : 1. TO BE SEALED SEPARATELY WITH BANK DRAFT OF EARNEST MONEY

2. Tenderer must read the Instructions/terms & conditions carefully before filling up the particulars of the firm.

1. ABOUT THE FIRM

a	Name & Address of the Firm	:	
b	Year of establishment of the firm	:	
c	Type of firm /organization (Proprietary/ Private/Public/Govt.)	:	
d	Copy of Registration, if applicable	:	
c	Total Turn over during: 2010-2011	:	
	2011-2012	:	
	2012-2013 (Attach photocopies of Audited Balance Sheets)	:	
f	Income Tax No. (PAN/TIN NO.) Service Tax Registration No. (Attach photocopies of both) (Attach photocopies of Income Tax Clearance certificate)	:	
g	Details of Premises: Owned/Rented	:	
h	Activities of the organization	:	
i	Quality Certification No., if any	:	
	Details of issuing Authority	:	
	Validity of certificate	:	From To
j	Activities of the organization:	:	
k	Since when engaged in EDP	:	
	Traditional method	:	
	Image Processing ICR/OMR	:	

(j) Past experience in handling Examination data processing through ICR/OMR jobs with the name of the organization (s), nature of jobs, volume of work in terms of

Year	Name of Organization and contact person along with Telephone No,	Nature of work & Technology used	No. of candidates	Duration for completion of job	Value of the job. (copy of work order to be enclosed)
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candidates, duration for completion of job and since when:

(Use Separate Sheet for details)

Year	Name of Organization and contact person along with Telephone No,	Nature of work & Technology used	No. of candidates	Duration for completion of job	Value of the job. (copy of work order to be enclosed)
2010-2011					
2011-2012					
2012-2013					

Note: - Attach Performance Certificate from the organization to which you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

2. PROFESSIONAL SUPPORT AVAILABLE:

- a) Manpower: - Number of person available at different level on regular roll and their experience in relevant field i.e. in examination processing of Board/Universities/Service Commissions.
- b) In house arrangement for preparation of input data:
 - 1) Number of data preparation machines online as well as offline
 - 2) Number of data feeding operators
 - 3) Shifts being worked upon
 - 4) Number of Checking Staff
 - 5) Capacity in terms of records per day
- c) In house hardware for processing (Owned by the firm):
 - 1) Computer system and its configuration
 - 2) No. of terminals
 - 3) No. of CD Writers
 - 4) Line printers/ Line Matrix Printers/Laser printers:

Line printers/Laser Printer- Make/specifications	No. Available	Manufacturing year	Speed of each printer

5) ICR/OMR Scanners:

ICR/OMR scanners make and specification	No. Available	manufacturing year	speed of each scanner

(d) 1) ICR/OMR Software being used for conversion of data (please complete details)

2) No. of Licensed software sets available

(e) 1) Software being used for capturing and matching of Bio-metric information

(Please attach complete details)

2) No. of licensed software sets available

3. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency / break down in:

- i) Input preparation machines
- ii) Computer system
- iii) Power
- iv) Software Personnel's
- v) Printers/ICR scanners

4. Have you ever been debarred by any Board/University/Organization for examination related processing: If Yes, Please mention why and when were you debarred.

**5. Applying for and Details of Earnest Money deposit:
(Please attach draft with this annexure)**

6. Bids without Earnest Money deposits will be summarily rejected.

7. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender. No interest on EMD would be paid by the University under any circumstances.

8. I.....Hereby declare that our firm is not black listed, debarred or prohibited by Govt. or any other Govt. Organization/University. I also declare that no cases, criminal or civil or enquiries of any kind are pending against us.

Certified that all the terms and conditions of this TENDER are accepted by us.

Authorized Signatory

(With full name designation and

stamp)

Contact Person:

Off: Telephone No:

Mobile No. :

Fax No. Email address:

Annexure –IV

UTTARAKHAND AYUERVED UNIVERSITY, HARRAWALA, DEHRADUN
(Financial bid for Pre and Post activities of Entrance & other Examination 2014-15)

NOTE: TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM

For Pre and Post Examination Processing for Entrance Examination:

S.N.	Activity	Job description	Approx. No. of candidates	Rate (Rs.) Per sheet/candidate
Examination - I				
1	Pre-Examination Processing	OMR-ICR Application form processing through OMR and ICR Scanner and as per description of work mention in Section [A]	2000-5000 The number may increase or decrease	Rs. (Without using any resources of University). OMR sheets will be provided by the University
2	Post Examination Processing	Scanning of OMR Answer sheets through OMR technology), Result Processing and all the activities mentioned in Section B	1000-5000 The number may increase or decrease	Rs. Per appeared candidate; Including cost of Two OMR Answer sheets per candidate; A4 size with Bar code. Without using resources of the University.
Examination - II				
1	Pre-Examination Processing	OMR-ICR Application form processing through OMR and ICR Scanner and as per description of work mention in Section [A]	200 to 500 The number may increase or decrease	Rs. Per Candidate; Including the cost of one OMR Application form (Legal size with two bar code and fine perforation). (Without using any resources of University).
2	Post Examination Processing	Scanning of OMR Answer sheets through OMR technology), Result Processing and all the activities mentioned in Section B	200 to 500 The number may increase or decrease	Rs. Per Candidate appeared; Including cost of one OMR Answer sheets per candidate; A4 size with Bar code. Using resources of the University at University premises.
Examination - III				
1	Pre-Examination Processing	OMR-ICR Application form processing through OMR and ICR Scanner and as per description of work mention in Section [A]	200 to 500 in each exam. The no. may increase or decrease	Rs. Per candidate including the cost of one OMR Application form (Legal size with two bar codes and fine perforation). (Without using any resources of University).

2	Post Examination Processing	Scanning of OMR Answer sheets through OMR technology), Result Processing and all the activities mentioned in Section B	Approx. 200 to 500 no. Of candidate in all exam programmes There are approximately 40 & 70 program-wise examinations. The number of candidate will vary from 10 onward for each.	Rs. Per candidate appeared, including cost of one OMR Answer sheets per candidate; A4 size with Bar code. If no. of candidates>100 in each programme. Rs. Per candidate appeared, including cost of one OMR Answer sheets per candidate; A4 size with Bar code. If no. of candidates<100 in each programme. <i>Using resources of the University at University premises.</i>
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Note:

- (I) Rates must be quoted inclusive of all taxes and other charges including data scanning, capturing/verification, checking, cost of input media, toner, cost of stationery of pre-printed stationary, Admit card, Score card, computer time and development of required software.
- (II) **Rate (Rs.) must be quoted per candidate per programme for Examination-III.
- (III) The Cost of paper/printing component estimated in the above quoted rates is as follows to supply extra blank quantity:

Pre-Printed Admit Card/ : Rs..... per Admit card
(Three in one A4 size paper with perforation)

OMR Answer sheet : Rs per OMR sheet in A4 size

Score card Stationery : Rs per Score card in A4 size

Certified that all the terms and conditions of this TENDER are accepted by us.

**Authorized Signatory
(With full name,
Designation and stamp)**

Contact Person:

Off: Telephone No:

Mobile No.