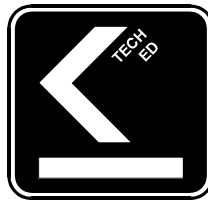


**TENDER FOR OUTSOURCING OF SCANNING  
WORK OF BAR CODED ANSWER SHEETS**



*Price Rs. 1000/-*

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**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

**CONDITIONS GOVERNING THE TENDER  
FOR OUTSOURCING OF SCANNING WORK OF BAR CODED ANSWER SHEETS**

1. Tenders for Outsourcing of Scanning work of Bar coded Answer Sheets are invited from the reputed agencies for carrying out the scanning work of Answer Sheets of examination as per the scope of work given, having three years or more experience of scanning work of Govt. department/Board/Educational Institutes(Please attach the photocopy of the work order) and having their own OPSCAN 6 or higher model of scanners.” The tenderer should have relevant experience of scanning work of answer sheets and having turn over of above Rs. 50 lacs in the year 2015-16. Only those Tenders which are received upto 19.05.2016 at 11.00 AM will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Each tender should be accompanied with earnest money of Rs. 50,000/- in the form of Demand Draft favouring Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied by earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. No concession/exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway.

Particulars of demand draft on account of earnest money must be filled in the Proforma for Envelope No. 1 and the demand draft should be put in this envelope alongwith performa for “Technical details of the press” in the tender document and other documents relating to qualifying conditions.

Tender should be filled in two separate parts and in two envelopes. First envelope should contain technical details of the press. Technical details should be filled in the Performa supplied along with this tender and the envelope may be subscribed as “Technical Bid for Outsourcing of scanning of Bar Coded Answer Books”. Second envelope will contain the Commercial Bid and rates should be quoted in the Performa supplied for this purpose along with this tender and may be subscribed as “Commercial Bid for Outsourcing of scanning of Bar Coded Answer Books”.

Technical bids will be opened first at 11.30 AM on 19.05.2016 in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened on 19.05.2016 at 3.00 PM. who are found to qualify as per “Technical Bid”. Officers of the Board may inspect the premises of the firm in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalising the Technical Bids, the date of which will be intimated at the time of finalising the Technical Bids.

3. Tender document may be submitted for complete jobs.
4. Rate should be quoted per sheet scanning in the Performa of “Commercial Bid” attached with Schedule ‘A’, which should be inclusive of all taxes, freight/octroi etc as may be applicable at any time during the execution of the order by the supplier.
5. The firm to which the work is allotted will have to deposit 7.5% of value of tender allotted as security for the due performance of contract, in the form of Fixed deposit for at least one year duly pledged in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh within 7 days from the date of issue of work orders failing which earnest money received with the tender will be forfeited and work will be entrusted to any other firm without any notice. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Secretary of the Board shall be final.
6. Any departure from these conditions will be liable to disqualify the tenderer.
7. No advance shall be made to the firm. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. shall be deducted at source as per provision of the Statutory Act and certificate of the such deduction made in each year shall be furnished to the tenderer.

8. The rates of scanning work will remain valid upto one year from the date of issuance of acceptance letter issued by the Board, which can be extended for another one year at the discretion of the Board on the same terms and conditions of the tender document.
9. **The complete work as per work order will have to be made within 15 days of the issue of the work order, failing which a penalty for the late execution of the job will be levied on the amount payable as under:-**
  - i) **for delay upto seven days of the time limit prescribed in the work order**                      **5% of the value of tender not complied with**
  - ii) **For delay more than seven days and upto 15 days of the time limit prescribed in the work order.**                      **10% of the value of tender not complied with**
  - iii) **If the delay is more than 15 days of the time limit prescribed in the work order**                      **15% of the value of tender not complied with plus 0.25% additional penalty per day than the above mentioned penalty on the unexecuted order value of tender and the Board may also have the right to cancel the bargain and to forfeit the earnest money. The Board may also claim damages which it may suffer on account of non completion of scanning work.**

**Note :** Only one of the above said clause shall be applicable on one work order, depending upon delayed time period of scanning work.
10. The scanning of the Answer Books will be done at the place designated by the Board well in advance in the state of Punjab or Board's office and schedule for the same may be given well in advance.
11. The Board reserves the right to accept/reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all or any of the firm/agency that participate in tender.
12. The tenderer should sign all the pages of the tender document and affix stamp.
13. In case a firm surrenders the work after accepting the same, a penalty @25% will be imposed on the amount of surrendered work.
14. The details of infrastructure of the scanners/facilities must be enclosed with the tender on the prescribed performa.
15. All the disputes shall be subject to the jurisdiction of the Chandigarh Courts.
16. Tenderer should have not been blacklisted by any Institution/Govt. Organisation.
17. The quantity mentioned in Schedule 'A' may vary by +/-25%.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILL BE ABLE TO SCAN REQUIRED BAR CODED ANSWER BOOKS WITHIN THE STIPULATED PERIOD.

(Signature of Firm)

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**PROFORMA OF TECHNICAL BID  
TECHNICAL DETAILS OF THE FIRM.**

Name of the Firm/Office \_\_\_\_\_  
 Location of the Firm/Office \_\_\_\_\_  
 Established since \_\_\_\_\_  
 Constitution of Firm/Office \_\_\_\_\_

SR.NO.	NAME OF OMR SCANNER	SPEED OF SCANNER PER HOUR
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1. Details of OMR Scanner/Model
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  
2. Details of Computers and other Equipments
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  
3. Details of Softwares
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  
4. Manpower available with the Firm \_\_\_\_\_
  - i. Number of persons engaged in office ( give details) \_\_\_\_\_
  - ii. Number of Persons engaged in Processing Section(give details) \_\_\_\_\_

Other details of the Firm

- i. Turnover in the last three years  
 (Please attach photocopies of Income Tax return for the last three financial years i.e. 2013-14, 2014-15 and 2015-16 alongwith audited balance sheet & Profit and Loss Account also attach copy of PAN No. of Income Tax & Sales Tax No.

2013-14	2014-15	2015-16

ii. Give details of experience in scanning work of Answer Sheets.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

iii. Present Major Customers of the Firm

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_

**Particulars of Earnest Money**

Earnest Money: Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Drawee Bank \_\_\_\_\_.

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Signature & Stamp of the Firm

**Schedule – ‘A’**  
**DETAIL OF SPECIFICATIONS**  
**TENDER FOR OUTSOURCING OF SCANNING WORK**  
**OF BAR CODED ANSWER SHEETS**

Sr.No.	Description	Tentative Qty.
1.	Bar Coded OMR Sheets	7 lacs approx.
1.	Description of work:-	
	a) Reading of the filled up Barcoded OMR sheets through Scantron (NCS) OMR Machine model (OPSCAN 6 or higher model) having capacity to read at least 10000 Barcodes OMR sheets (single scan) per day, preparation of database files of the read data and edited data. The tenderer should have capacity to install one machine at each location of Punjab. There will be total 8 locations all over punjab.	
2.	Conditions:-	
	a) Each Barcoded OMR sheet shall have to be tested and certified for its correctness in conformity with the OMR Machine, Thereafter, that will have to be packed and sealed in the same packet as given for scanning purpose.	
	b) The tenderer has to give a written undertaking for 100% accuracy in reading of the filled up Barcoded OMR Sheets.	
	c) Entire hardware and software for reading of Barcoded OMR sheets is to be brought by the Firm, whose bid for reading of filled up Barcoded OMR sheets is accepted, to scanning site.	
	d) Successful bidder would handover the dump of scanning (edited & prior to editing) as per format required by the Board.	
	e) Each OMR sheet should be numbered through scanning machine.	
	f) The software used should be compatible with OPSCAN OMR and output record format should be exactly as per the requirement of the Board.	
3.	Quantity:-6 lacs to 7 lacs approximately.	
4.	Period of completion of work: 15 days from the date of placement of order.	
5.	Commercial bid provides rate for reading of filled up Barcoded OMR Sheets, preparation of database files of read data & after editing of data-per Barcoded Answer Sheets.	
6.	30,000 to 40,000 sheets to be scanned per centre located in Punjab.	
7.	The firm must have their own atleast 8 similar OMR scanners which should be readily available at their disposal to start the work during the 1st week of June-2016. The speed of the scanners must be approx.10000 OMR sheets per day.	
8.	The firm should paste each answer sheet packet as well as E2 packet at nodal center with a sticker with a unique no.	
9.	Files scanned for each packet should have file names with this unique no. only.	
10.	Records scanned in each file should also have packet No. field with this unique no. only.	
11.	Firm should provide edited/unedited files packet wise as well as a final single file of edited data consisting of data of all the packets at one nodal center. (This will save lot of time at the end of the Board and Computer Section will be able to compile results at the earliest.	

**PROFORMA  
COMMERCIAL BID  
TENDER FOR OUTSOURCING OF SCANNING WORK OF  
BAR CODED ANSWER SHEETS**

Description	Rate per answer sheets
<b>A) <u>Polytechnic</u></b>	
i) Scanning of Bar Coded OMR Answer sheet, preparation of database files of read data and after editing of data (if any)	_____

**Note:** i) Rates should be quoted including sales tax, if any, other incidental charges including freight and octroi charges & stay charges, no TA, DA will be given to the firm.

**Particulars of Earnest Money**

Earnest Money : Bank Draft /FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Firm and \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

Stamp and Signature of Firm