

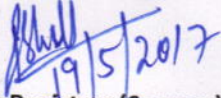
IKG- Punjab Technical University Kapurthala

Subject: Request for the quotation (RFQ) for Data Entry of Marks.

Dear Sir/Madam,

Sealed quotations, for the data entry of marks are invited from registered vendors. Please subscribe on envelop "Quotation for Data Entry of Marks and to be opened by committee only". The quotations should reach latest by 26.05.2017 at 03:00 p.m. in the office of The Controller of Examination, 4th Floor, IK Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala (144603). Quotations will be opened same day 26.05.2017 at 03:30 p.m. in the office of The Controller of Examination, 4th Floor, IK Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala (144603). The vendors or their representative may be present at the time of opening of the quotations. If Govt./University declares holiday on 26.05.2017, the quotations will be opened on the next working day at same time.

The description of work along with terms and conditions are enclosed herewith as per Annexure-A.

19/5/2017

Assistant Registrar (Secrecy) cum Convener of Committee

IKG- Punjab Technical University Kapurthala

Annexure-A

IK Gujral Punjab Technical University is a state university established under PTU Act 1996 (Act No 1 of 1997). The university requires to get the following work of its examination department done from a credible agency with due regard to sensitivity and confidentiality:

Title of work: Data Entry of Marks

Description of Work:

University will provide sealed packets of award slips. Every packet bears a packet number and contains a particular number of award slips. The award slip contains marks awarded by the evaluator. The vendor is required to do the following work:

1. Receive the sealed packets of award slips from the university.
2. Open the packet and count the number of award slips. In case of discrepancy, reporting the same immediately to the university.
3. Enter the marks awarded on award slip against concerned roll number into the data entry module/format which will be provided by university.
4. After all marks are punched from a packet, to get the printout of Award List against that packet number.
5. Properly check the correctness of marks entered and sign the award list.
6. Then to repack all award slips back into the same packet along with duly signed award list.
7. Deliver back the sealed packets to university for proper checking and verification.
8. The university staff will cross check the marks entered on award list against the concerned award slips and report discrepancies if any.
9. Vendor will correct the reported discrepancy and submit the corrected award lists after correction in the data.

Terms & Conditions:

1. Estimated number of entries to be punched is 8 Lac. However it may be increased or decreased as per requirement.
2. The rate should be quoted per entry (of marks).
3. The rates should be quoted as net rates inclusive of all kinds of taxes, duties etc.
4. No advance payment will be made. Payment will be released only after the receipt of satisfactory report.
5. University will not pay anything extra, as the rates invited are inclusive of all taxes/Govt.leives/duties etc.
6. The complete job will be executed in IKGPTU premises at Jalandhar-Kapurthala highway only. University will appoint an officer in charge for coordination with data entry vendor.
7. Vendor must be a registered firm. It must attach copy of registration certificate/equivalent official document along with its quotation.
8. Vendor must have an experience of at least two years within slab of last five financial years starting from and including FY 2016-17 in the field of data processing/scanning. Vendor must

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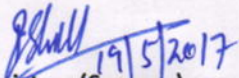
attach copy of experience certificate of concerned work along with successfully completed work orders of concerned work of minimum two years.

9. Vendor will provide manpower for data entry along with a supervisor. The number of manpower engaged should be such that a minimum output of 30,000/- (Thirty thousand) marks per day must be maintained.
10. The data entry work must be executed for minimum 6 days in a week. Under exceptional circumstances the working can be made 7 days a week also.
11. As the job of data entry of marks needs utmost accuracy, a deduction of Rs.5/- per wrong entry will be made from total bill payment of the vendor.
12. The work of data entry of Marks is of acute sensitivity and responsibility. Data entry agency must ensure safety and confidentiality of the work as it pertains to compilation of result of university examinations.
13. Vendor will provide written list of the manpower to be engaged along with copy of the photo ID proofs.
14. The requisite infrastructure for data entry including software, hardware, furniture etc will be provided by the university in its premises. Also the cost of printouts of award lists will be borne by university itself.
15. The vendor will raise invoice to the university after completion of the work. The invoice will be processed only after getting satisfactory work completion report from the examination department of university.
16. Payment will be released after deduction of applicable taxes as per govt norms.

Following documents must be attached with quotation on the letter head of firm by quoting the rates per entry (of marks) :

1. Self attested copy of Registration Certificate/equivalent official document.
2. Self attested copy of experience certificate of concerned work along with successfully completed work orders of concerned work of minimum two years. Two years' experience must be within slab of last five financial years starting from FY 2012-13 in the field of data processing/scanning.
3. Self attested copy of PAN Card.
4. Self attested copy of ESIC registration certificate.
5. Provident Fund registration certificate.
6. An undertaking on the letter head of the firm that firm has not been blacklisted by IKGPTU or any other govt/private body and no court case/inquiry/complaint is pending against the firm at any forum.

Incomplete quotations submitted without required documents as above will be rejected and no claims will be entertained later.


Assistant Registrar (Secrecy) cum Convener of Committee

CC:

1. DR(Computer Cell) to get it uploaded on university website.