



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

**Jalandhar-Kapurthala Highway, Kapurthala**

**TENDER DOCUMENT**

**For**

**Scanning of OMR Sheet of Answer Books**

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# **I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY**

## **NOTICE INVITING TENDER FOR**

### **Scanning of OMR Sheet of Answer Books**

1. Sealed tenders are invited from registered firms for the following work:

#### **Scanning of OMR sheet of answer books**

Estimated Volume of Work: 7.5 Lac answer books of November-2017 examinations

The work order can be extended for April-2018 examinations on the same terms & conditions and rate, based on the satisfactory performance of the firm and at discretion of university.

**Cost of Tender Document: Rs.1000/- (Non-Refundable)**

**EMD: Rs.50,000/-**

2. The tender document to be downloaded from the IKGPTU website ([www.ptu.ac.in](http://www.ptu.ac.in)).
3. The method of submission of tender, amounts of Earnest Money/Security Deposit and other applicable clauses related to tender have been mentioned below. The work is to be performed strictly as per parameters/technical specifications given in Tender document. The respective proforma for submission of Technical Bid and Financial Bid have been provided in the tender document.

#### **The tender must be submitted in the following format:**

- I. **Sealed Packet-1** will be superscribed as **TECHNICAL BID**. It will contain:

- Demand Draft of cost of tender document.
- Demand Draft of EMD
- All pages of Tender Document duly signed & stamped.
- Technical Bid Performa dully filled, signed & stamped.
- All supporting certificates/documents as demanded in Technical Bid Performa duly signed & stamped.



II. **Sealed Packet-2** will be superscribed as **FINANCIAL BID**. It will contain:

- Financial Bid Performa duly filled, signed & stamped.

Both the sealed Packet-1 & Packet-2 shall further be packed in a larger envelope superscribing at the top as "**TENDER FOR SCANNING OF OMR SHEETS OF ANSBOOKS (TO BE OPENED BY COMMITTEE ONLY)**" and should be submitted to the following address:

**THE REGISTRAR,  
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA  
PUNJAB 144603**

The tenders may be sent by registered/speed post (Not through courier) or submitted in person at Reception of I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar-Kapurthala Highway, Kapurthala 144603 so as to reach as per schedule. University will not be responsible for any postal/other type of delay in submitting the tender. The tenders received after the scheduled date and time will be rejected out rightly.

4. **Schedule of Tender**

Last Date & Time of Receipt of Tender : **22.01.2018 up to 02:00 PM**

Date & time of opening the Bids

Technical Bid : **22.01.2018 up to 02.30 PM**

Financial Bid : **Financial bid of only those bidders will be opened who qualify the technical bid. The date of opening their financial bids will be communicated separately.**

Tender Venue

**Office of the Controller of  
Examinations**



5. Technical Bids shall be opened as per schedule mentioned in para 4 (schedule of Tender) in the presence of the tenderers or their authorized representatives. The financial bids of only those bidders will be opened who will successfully qualify in technical bid as per eligibility criteria specified in the tender document. The date of opening the financial bids will be communicated separately to the eligible bidders only. The decision of IKGPTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding.
6. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
7. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender document shall not be considered and shall be summarily rejected.
8. IKGPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
9. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is found to be false/misleading. EMD of such tenderer shall be forfeited. The decision of IKGPTU in this regard shall be final and binding.
10. The validity of the offer shall be 60 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to IKGPTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKGPTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.



# I.K. GUJRAL Punjab Technical University

## Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenders. Conditional Tenders are liable to be rejected. I.K. Gujral Punjab Technical University IKGPTU Jalandhar will process the tender as per IKGPTU standard procedures. University reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. IKGPTU could not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. Technical bids will be opened on the due date and time as notified, in the presence of the vendors/authorized representatives who must bring authorization letter from the respective firm.
2. The bidders who qualify the technical bid, will only be informed regarding opening of financial bids. The financial bids will be opened on the due date and time as intimated, in the presence of the vendors/authorized representatives who must bring authorization letter from the respective firm.
3. Rates should be exclusive of all taxes. The taxes will be paid extra as applicable.
4. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time. No interest will be paid on EMD/Performance security.
5. Authorized signatory should sign and stamp on all the pages of tender document.
6. IKGPTU Jalandhar reserves the right to change the order quantity or specification of OMR scanning work without assigning any reason(s), whatsoever.
7. OMR scanning work will have to be undertaken at IKGPTU campus, Jalandhar-Kapurthala Highway according to the schedule given by the user department of IKGPTU, Jalandhar.
8. The OMR scanning work of answer books must be started within 5 days from the date of issuance of work order (as per the schedule provided by user department). Place of scanning work will be University Campus, Jalandhar-Kapurthala Highway.



9. The firm must maintain a minimum rate of scanning 25,000 OMRs per day to ensure timely declaration of results. The total scanning work must be completed within a period of one month from the commencement of work.
10. Firm must have a minimum turnover of Rs.15 Lac per Financial Year against OMR scanning work in at least two financial years within the slab of last five financial years starting backwards from and including FY 2016-17. Firm must attach copy of concerned work orders & satisfactory work completion reports. Also copy of concerned balance sheets/certificate from CA must be attached.
11. Firm must be a registered firm and must attach copy of its registration certificate. In addition, the copy of GST registration, EPF & ESIC certificates must be attached if applicable. In case these are applied for, a documentary proof must be submitted.
12. The firm must ensure proper compliance of all its statutory obligations as per law.
13. Bids must be signed and stamped properly by authorized signatory of the firm.
14. All the columns of the bids form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Rates must be quoted in Indian currency (Rupees) and must be mentioned both in the figures and words.
15. The EMD amount shall be forfeited, if any successful tenderer fails to commence the work after receiving work order or fails to complete the OMR scanning work of answer books within the time fixed by IKGPTU or found violating the terms and conditions mentioned in the tender document.
16. No interest will be paid by the University on EMD amount.
17. The contract will be awarded to the firm who will qualify the technical bid and offer lowest rate.
18. The firm will have to deposit 10% of the value of tender allotted as performance security in the form of fixed deposit for at least six months duration duly pledged in favour of Registrar, I K Gujral Punjab Technical University. Performance security must be deposited before commencement of work failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier 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 Registrar, IKGPTU will be final. The performance security shall be released after successful completion of the work. No interest will be paid by IKGPTU on the amount of performance security. The performance security will be forfeited if the supplier fails to successfully complete the OMR scanning work of answer books



within the time frame fixed by University or found violating the terms and conditions mentioned in the tender document.

19. The EMD of unsuccessful bidders will be returned only after finalization of the tender process.
20. For successful execution of OMR scanning work at IKGPTU campus, the tenderer must make adequate arrangements like installing the scanning machines/scanners, requisite software, technical manpower and support systems at the scanning work location to the satisfaction of University. A Self attested copy of the declaration relating to the registration of the firm, be supplied along with quoted tender documents.
21. The firm must not further sublet any work to any other agency.
22. The approximate volume of work is scanning the OMR sheet of 7.5 Lac answer books. Each answer book will have one OMR sheet as title page with landscape orientation. The size of OMR sheet is 8.5 x 10.5 inches. Two flaps will be torn from each OMR sheet which need to be scanned separately. So, the total volume of scanning will be 15 Lac flaps. The tearing work will be pre-executed by university itself and firm will be given teared flaps in duly numbered packets. However, the quantity may vary depending upon the requirement of IKGPTU.
23. No request for revision of rates will be entertained after issuance of the work order.
24. The University reserves the right to cancel the tender at any stage. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the firm.
25. In case the university feels that the firm has intentionally delayed the OMR scanning work of answer books as per schedule to complete the job, special penalty @1% per day, as deemed fit by the University can be imposed. In addition to the special penalty, the firm may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by IKGPTU and delay in execution of the work may be conveyed to IKGPTU. The University reserves the right to impose penalty in such cases.
26. If the firm fails to complete the job and University has to get it done from some other agency, the EMD & performance security shall stand forfeited. In addition, the University may take such other action as it may deem fit.
27. The Officer/s designated by the University will supervise the work of scanning the OMR sheet of answer books being carried out at university premises to monitor the process of the work and to ascertain its accuracy, safety and confidentiality. If any lapse is found, the authorities of the University shall take such action as deemed fit.



28. The tenderer shall have to sign and put stamp on all the pages of tender document and submit as a proof of having accepted all the terms & conditions and specifications etc. along with all supporting documents required as per Technical Bid.
29. The scanning work will continue on day to day basis as the answer books are received from examination centers during the conduct of exams as per schedule. The firm must deliver output of scanning work in the form of awards/marks database & scan images in prescribed format and folders. An estimated 7.5 lac awards are expected from same number of answer books. The detailed specifications of work are properly given in tender document.
30. On completion of work, the firm will provide database of awards and scan images to the examination department in prescribed formats. The firm must ensure total accuracy of awards/marks provided to university as these will become the result of lacs of students.
31. The firm will raise bill only after getting departmental verification/satisfactory work completion report from the examination department. The bill (duly accompanied by satisfactory work completion report) will be processed and payment released to the firm accordingly. Registrar IKGPTU shall be at liberty to withhold/deduct any of the payments in full or in part subject to recovery of penalties.
32. The EMD and performance security amount will be refunded after the satisfactory work completion and clearance of all formalities regarding the payment.
33. In case of any dispute arising under this agreement, the Vice-Chancellor, I.K.Gujral Punjab Technical University, Jalandhar would act as an Arbitrator and his decision shall be final and binding on both the parties.
34. In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be the H.Q. of IKGPTU.
35. Note that tenders must be submitted only on prescribed Performa and as per method defined in Para 3 of Notice Inviting Tender.
36. Sample OMR Sheet of Answer Book can be checked in the office of Controller of Examinations IKGPTU on any working day during the office hours up to one day before opening of the tender.
37. The Answer Books/OMR Sheets are the confidential document of the university. The scanning data of awards & scan images are of utmost confidentiality and sensitivity. The firm shall maintain complete secrecy of this data/images and exercise highest care to ensure confidentiality. The firm shall remain committed to non-disclosure of this data/information to anybody/agency even after completion of the work.
38. The bid is valid for 60 days from the last date of submission of tender in the University.



39. The officers/committee of the university may visit the premises of the firm before placing the order to judge the capability of firm.
40. The tenderer should not have been penalized/blacklisted for any reason by IKGPTU in the past for OMR scanning/any other work. Vendor will provide written list of the manpower to be engaged in scanning work at IKGPTU premises along with copy of the photo ID proofs.
41. IKGPTU will not bear any cost related to installing requisite scanning infrastructure/software/hardware for scanning work to be executed at its premises. University will provide a secure place and essential amenities like furniture, power connection etc only. The cost of manpower deployment and any associated expenditure shall be borne by the firm only.



# I.K. Gujral Punjab Technical University

## Specifications of Work

1. The approximate volume of work is scanning the OMR sheet of 6.5 Lac answer books.
2. The answer book will consist of 32 pages containing one OMR sheet as the title page duly stitched together with landscape orientation.
3. Paper of OMR sheets will be 105 GSM (Grade A) SS Maplitho paper 70-80% brightness and size of OMR sheet is **8.5 x 10.5 inches**.
4. The OMR scanning work of answer books must be started within 5 days from the date of issuance of work order (as per the schedule provided by user department). Place of scanning work will be IKGPTU Campus, Jalandhar-Kapurthala Highway or any other place(s) in Punjab as directed by user department.
5. The OMR sheet will contain two sections (A & B) for scanning work. A unique bar code (encrypting 8-digit number) is printed on each of these two sections. Both these sections are scannable by NCS OPSCAN-8/FUJITSU FI 4750 or equivalent scanners.
6. One flap (of Section-A, to be referred as Flap-A) will be torn from OMR sheet at stage1 and packed in separate packets with a unique number assigned to each packet. The firm has to scan these Flap-A and generate the corresponding data. The packets of Flap-A will be received on day to day basis as answer books arrive from examination centers during the conduct of exams as per notified schedule.
7. Another flap (of Section-B, to be referred as Flap-B) will be torn from OMR sheet at stage2 and packed in separate packets with a unique number assigned to each packet. The firm has to scan these Flap-B and generate the corresponding data.
8. The tearing work of OMR flaps will be pre-executed by university itself and firm will be given teared flaps in duly numbered packets.
9. After scanning both Flap-A & Flap-B, the firm must merge their corresponding databases and **provide the final data of awards/marks per answer book** in the format as specified by examination department. The data has to be provided in MS-Excel and MS-Access files.
10. In addition to required database, the firm has to provide scanned image of both Flap-A & Flap-B for all the estimated 6.5 Lac answer sheets. The format of individual image should be pdf/jpeg and file name should be its bar code. The images have to be provided in two separate folders one for Flap-A and other for Flap-B images.



11. The firm must maintain a minimum rate of scanning 25,000 OMRs per day to ensure timely declaration of results.
12. The work output (Data & Images) will be provided by the firm in a non-editable CD/DVD which should be duly signed by authorized person of the firm with permanent marker.
13. University will cross check and verify the final data of awards/marks as provided by scanning firm on alternative basis. The firm must ensure total accuracy of awards/marks provided to university as these will become the result of lacs of students. In case of willful tempering/manipulation of awards/marks is found on the part of scanning firm, all security and due payments shall stand forfeited and matter will be dealt as per due course of law. Also, the firm and its owners will stand blacklisted for any type of future working with IKGPTU.
14. The Answer Books/ OMR Sheets are the confidential document of the university. The scanning data of awards & scan images are of utmost confidentiality and sensitivity. The firm shall maintain complete secrecy of this data/images and exercise highest care to ensure confidentiality. The firm shall remain committed to non-disclosure of this data/information to anybody/agency except as authorized by IKGPTU, even after completion of the work.



**Technical Bid Performa**

**TENDER OF SCANNING OF OMR SHEET OF ANSWER BOOKS**

**Details for the Firm**

Sr. No.	Name of the Firm	Attach self-attested copy of the documentary proof against each item)
1.	Full Address : (i) Head Office :  (ii) Branch Office (if any) :	
2.	Telegraphic/email address :  Website:	
3.	Telephone Number(s) :  Mobile No.	
4.	Fax No. :	
5.	Date of establishment of the firm :	
6.	Is your firm registered under : (a) Companies Act, 1956 or 2013? (b) Factories Act, 1948? (c) Another Act. If not, who are the owners? (Please give full details)	
7.	A copy of the certificate/declaration relating to the registration of the firm.	
8.	Firm must have a minimum turnover of Rs.15 Lac per Financial Year against OMR scanning work in at least two financial years within the slab of last five	



Sr. No.	Name of the Firm	Attach self-attested copy of the documentary proof against each item)
	financial years starting backwards from and including FY 2016-17. <b>Firm must attach copy of concerned work orders &amp; satisfactory completion reports.</b>	
9.	Certified copy of concerned balance sheets/certificate from CA must be attached.	
10.	Undertaking that firm is not blacklisted by any University/Institute/Organization and no complaint/enquiry/court case is pending against the firm.	
11.	Undertaking that tenderer is not penalized by University for any reason in the past for printing and supply of answer books.	
12.	Details of scanning equipment and manpower of firm/unit. The firm has to install all scanning equipment/software at IKGPTU Kapurthala campus/defined location to execute the scanning work under direct control of university.	
13.	GST No	
14.	PAN card of the firm	
15.	EPF Certificate of the firm	
16.	ESIC Certificate of the firm	
17.	Bank Name and address	
18.	Bank A/C No. and IFS Code	

Note: Information at Sr.No. 1 to 7 is informative and S.No. 8 to 17 is mandatory.

Certified that I/We have read the above terms and conditions of this tender document, and these are acceptable to me/us. I/We have attached all the supporting documents/certificates copies as required in this tender document.

Signatures with Stamp: .....

Designation: .....

Complete Address of the Firm: .....

Date : .....



**PART-B**  
**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

**Financial Bid Performa**

**QUOTATION FOR TENDER OF SCANNING OF OMR SHEET OF ANSWER BOOKS**

<b>TITLE OF WORK</b>	<b>SPECIFICATION OF WORK</b>	<b>Rate quoted in Rs. Per Answer Book(Rates should be exclusive of all taxes. The taxes will be paid extra as applicable)</b>
<b>SCANNING OF OMR SHEET OF ANSWER BOOKS</b>	<ol style="list-style-type: none"><li>1. The approximate volume of work is scanning the OMR sheet of 6.5 Lac answer books.</li><li>2. The answer book will consist of 32 pages containing one OMR sheet as the title page duly stitched together with landscape orientation.</li><li>3. Paper of OMR sheets will be 105 GSM (Grade A) SS Maplitho paper 70-80% brightness and size of OMR sheet is 8.5 x 10.5 inches.</li><li>4. The OMR scanning work of answer books must be started within 5 days from the date of issuance of work order (as per the schedule provided by user department). Place of scanning work will be IKGPTU Campus, Jalandhar-Kapurthala Highway or any other place(s) in Punjab as directed by user department.</li><li>5. The OMR sheet will contain two sections (A &amp; B) for scanning work. A unique bar code (encrypting 8-digit number) is printed on each of these two sections. Both these sections are scannable by NCS OPSCAN-8/FUJITSU FI 4750 or equivalent scanners.</li><li>6. One flap (of Section-A, to be referred as Flap-A) will be torn from OMR sheet at stage1 and packed in separate packets with a unique number assigned to each packet. The firm has to scan these Flap-A and generate the corresponding data. The packets of Flap-A will be received on day to day basis as answer books arrive from examination centers during the conduct of exams as per notified schedule.</li><li>7. Another flap (of Section-B, to be referred as Flap-B) will be torn from OMR sheet at stage2 and packed in separate packets with a unique number assigned to each packet. The firm has to scan these Flap-B and generate the</li></ol>	



TITLE OF WORK	SPECIFICATION OF WORK	Rate quoted in Rs. Per Answer Book(Rates should be exclusive of all taxes. The taxes will be paid extra as applicable)
	<p>corresponding data.</p> <p>8. The tearing work of OMR flaps will be pre-executed by university itself and firm will be given teared flaps in duly numbered packets.</p> <p>9. After scanning both Flap-A &amp; Flap-B, the firm must merge their corresponding databases and provide the final data of awards/marks per answer book in the format as specified by examination department. The data has to be provided in MS-Excel and MS-Access files.</p> <p>10. In addition to required database, the firm has to provide scanned image of both Flap-A &amp; Flap-B for all the estimated 6.5 Lac answer sheets. The format of individual image should be pdf/jpeg and file name should be its bar code. The images have to be provided in two separate folders one for Flap-A and other for Flap-B images.</p> <p>11. The firm must maintain a minimum rate of scanning 25,000 OMRs per day to ensure timely declaration of results.</p> <p>12. The work output (Data &amp; Images) will be provided by the firm in a non-editable CD/DVD which should be duly signed by authorized person of the firm with permanent marker.</p> <p>13. University will cross check and verify the final data of awards/marks as provided by scanning firm on alternative basis. The firm must ensure total accuracy of awards/marks provided to university as these will become the result of lacs of students. In case of willful tempering/manipulation of awards/marks is found on the part of scanning firm, all security and due payments shall stand forfeited and matter will be dealt as per due course of law. Also, the firm and its owners will stand blacklisted for any type of future working with IKGPTU.</p> <p>14. The Answer Books/ OMR Sheets are the confidential document of the university. The scanning data of awards &amp; scan images are of utmost confidentiality and sensitivity. The firm shall maintain complete secrecy of this data/images and exercise highest care to</p>	



TITLE OF WORK	SPECIFICATION OF WORK	Rate quoted in Rs. Per Answer Book(Rates should be exclusive of all taxes. The taxes will be paid extra as applicable)
	ensure confidentiality. The firm shall remain committed to non-disclosure of this data/information to anybody/agency except as authorized by IKGPTU, even after completion of the work.	

Certified that I/We have read the above terms and conditions of this tender document, and these are acceptable to me/us. I/We have attached all the supporting documents/certificate copies as required in this tender document.

Signatures with Stamp: .....

Designation: .....

Complete Address of the Firm: .....

Date : .....