

HIMACHAL PRADESH STATE ELECTRONICS DEVELOPMENT CORPN. LTD.
(A Government of Himachal Undertaking)
RATTAN KUNJ, KHALINI, SHIMLA-2.
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(Tender No: HPSEDC/CC/Tender(OMR Sheets)/2010-)

Tender Document

Sealed bids are invited from manufacturers / service providers for Designing, Printing and Scanning of OMR Sheets approx. 1.50 Lacs for conducting recruitment entrance test for two categories in Himachal Pradesh. Bids are to be submitted on or before 28/05/2010 (upto 3:00 P.M.) in the office of “Managing Director, H.P. State Electronics Dev. Corporation Ltd, Rattan Kunj, Khalini, Shimla-2”. Bids will be opened on the same day at 3:30 PM. Bids are to be submitted along with EMD for Rs. 5,000/- in the form of Demand Draft payable at Shimla in favour of “Managing Director, H.P. State Electronics Dev. Corporation Ltd”.

Tender document containing detailed specifications, terms & conditions can be obtained from this office on payment of Rs. 500/- in cash or through DD. The tender document can be downloaded from our web site : www.hpsedc.com, however, before submission of bid bidder has to deposit cost of tender in this office. Bids submitted without EMD shall be out rightly rejected. HPSEDC shall not be responsible for any kind of postal delay in receiving of tender documents or submission of bids by the bidders.

The Bids will be submitted in two cover system as under:

1. Eligibility Claim Bid
2. Commercial Bid

Note: The bidders must place their Eligibility Claim bid and commercial bids in duplicate in two separate envelopes super scribed with separate bid titles. Both copies should be separately marked as original copy and first copy respectively.

1. The eligibility claim bid will contains Proforma-“A” duly filled in with all the relevant documents & Earnest Money Deposit (EMD) of Rs. 5000/-
2. Tender Fee of Rs. 500/-

3. The Commercial bid will contain the Proforma-"B" duly filed in.

Thereafter both the copies should be placed in single sealed cover super scribing the wording "Eligibility Claim bid and "Commercial Bid" not to be opened before 28/05/2010.

Note:- The commercial bids of only those bidder will be opened who are found to be eligible by the bid evaluation committee.

1. **Eligible Bidders :**

- a) Companies / firms in the country may quote for above said material and scanning services. Bidders must have an infrastructure for result processing of OMR scanning and should have completed OMR designing, Printing and scanning work / jobs successfully for last five years.
- b) Number of available OMR scanner with bidders with make and model.
- c) Number of Technical manpower. Please give name, designation and qualification/experience.
- d) The number of jobs executed in Govt. Sector, give list alongwith satisfaction completion certificate from the department.
- e) The bidder should have executed atleast three jobs of processing more than 50000 candidates.
- f) Give details of available infrastructure or tie up for providing of OMR Sheets and its proofing.

These details should be provided on the Proforma "A".

Note: HPSEDC shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

2. **Technical Specifications of OMR sheets:**

- Single Side Printing
- Pink Color
- Paper thickness 100-105 GSM
- Suitable for marking with Ink
- Readable on OMR Scanner

- All Sheets must be numbered with proofing.
- Good Quality paper should be used to avoid sprinkling of responses marked with blue/black ink ball point pen.
- Serial number to be printed on these sheets.

3. **Terms & Conditions :-**

1. All OMR Sheets should be tested on the OMR machine before supply.
2. Delivery : FOR Shimla or Dharamshala.
3. Sales Tax : FORM-C shall be issued by the corporation. However, it is, preferred that supplier Co./firm should have billing location in H.P.
4. Payment Terms : Within 3 weeks of Delivery of OMR Sheets.
5. Sheets are to be packed in carton box in packed of minimum 100 or 50 each, rapped in good quality material to avoid extracting moisture / humidity during transportation.
6. All OMR sheets would be numbered as per number scheme by HPSEDC.
7. Scanning has to be done at Shimla or Dharamshala by deputing your own technical manpower alongwith OMR scanners. Tentative date for scanning will be also be provided by HPSEDC to the short listed firm / companies.
8. Double scanning of sheets has to be completed if desired.
9. Scanned data has to be provided in access / dbf data base format for further processing & evaluation at our own level.
10. Company / firm representative will keep confidentiality during the entire process of scanning and thereafter.
11. Billing is to be done in the name of "M.D., HP State Electronics Development Corporation Ltd, Rattan Kunj, Khalini, Shimla".
12. It is desirable that OMR scanning firm/companies must be able to provide the OMR sheets, to ensure that any defect in OMR scanning should not be passed onto each other, if these are two different agencies.

Proforma - "A"

ELELIBILTY BID

Sr.No	Description	Details
1.	Number of available OMR scanner with bidders with make and model. Enclose list.	
2.	Number of Technical manpower. Give Name, Designation and Qualification/Experience etc. Enclose list of Employees.	
3.	The number of jobs executed in Govt. Sector, give list alongwith satisfaction completion certificate from the department including atleast three jobs of processing more than 50000 candidates.	
5.	Details of available infrastructure or tie up for providing of OMR Sheets and its proofing.	

Note :- Bid evolution committee's decision regarding Bidder's eligibility will be final and binding on all the Bidders. Commercial Bid of eligible bidders shall be opened.

Proforma - "B"
COMMERCIAL BID.

Commercial bid should be in following format :

Sl.No.	Description	Rate per OMR Sheet.
1	Designing & Printing of OMR Answer Sheets <ul style="list-style-type: none">➤ Single Side Printing➤ In Color➤ Paper thickness 100-105 GSM➤ Suitable for marking with Ink➤ Readable on OMR Scanner➤ All Sheets must be numbered with proofing.➤ Good Quality paper should be used to avoid sprinkling of responses marked with blue/black ink ball point pen.➤ Serial number to be printed on these beginning	
2	Single Scanning of OMR Answer Sheets	
3	Double Scanning of OMR Answer Sheets	

Date:

Place:

Signature :

Name :

Designation :

Seal :