

PROPOSAL FOR  
PROCUREMENT OF

**OMR SCANNING (C&D PART) OF ANSWER-SHEETS FOR EXAMINATIONS OF  
PANJAB UNIVERSITY, CHANDIGARH**

**Published by:**

System Administrator, Computer Unit  
PANJABUNIVERSITY,  
CHANDIGARH

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**PANJAB UNIVERSITY, CHANDIGARH**

**QUOTATION NOTICE**

The Panjab University, Chandigarh invites Quotations for Scanning of OMR Answer Sheets (C&D Part) from reputed Firms. Interested Parties/Firms who wish to participate in Quotations can download the tender document specifications/item and terms & conditions on website of Panjab University, Chandigarh (i.e. <http://tenders.puchd.ac.in>) or (<http://exams.puchd.ac.in>) the firm/s have to submit the quotation/s complete in all respects on or before **18.11.2024 (Monday) up to 5.00 p.m.**

<b>Sr. No.</b>	<b>Item</b>	<b>Earnest Money Deposit (Refundable)</b>
<b>1.</b>	Approximately No. of OMR Sheets to be scanned November/December-2024-30,00,000 May/June-2025 -30,00,000 Total=60, 00,000 (sixty Lac Only).	EMD @ 46000/- to be submitted by vendor at the time of submission of quotation.

**REGISTRAR**

## **PANJAB UNIVERSITY, CHANDIGARH**

COMPUTER UNIT (ARUNA RANJIT CHANDRA HALL)

### **QUOTATION SCHEDULE**

<b>Sr. No.</b>	<b>Item</b>	<b>Particulars</b>
1.	Earnest Money Deposit (Refundable)	EMD @ 46000/- to be submitted by vendor at the time of submission of quotation. In favour of The Registrar, Panjab University, Chandigarh payable at Chandigarh
2.	Downloading of Quotation Documents	<b>Dated 09/11/2024 (Saturday)</b> From 10.00 a.m. onwards
3.	Quotation/s Submission Last date	<b>Dated 18/11/2024 (Monday)</b> up to 05.00p.m.
4.	Opening of Quotation i.e. Documents & EMD (Technical Bid)	<b>Dated 19/11/2024 (Tuesday)</b> at 11.00 a.m.
5.	Opening of Quotation/s (Financial Bid)	<b>Dated 20/11/2024 Wednesday</b> at 11.00 a.m.
6.	Address for communication	<b>System Administrator,</b> Computer Unit, Aruna Ranjit Chandra Hall, Sector-14, Panjab University, Chandigarh - 160014
7.	Contact Details	0172-2534496 & (0172-2534816

The Notice for Inviting Quotation document will be available on the website of Panjab University, Chandigarh (i.e. <http://tenders.puchd.ac.in>) or (<http://exams.puchd.ac.in>) and may be downloaded free of cost by the interested firm/s.

### **Eligibility Criteria**

The following Technical criteria must strictly be fulfilled by the firm. The firm/s must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the quotation. The quotation/s received without documentary evidences will be rejected out-rightly. Incomplete quotation or deviating from minimum eligibility criteria defined below will be treated as unresponsive and shall not be considered eligible for further evaluation.

<b>Sr. No.</b>	<b>Criteria</b>	<b>Supporting documents to be submitted</b>	<b>Check (Yes/No)</b>	<b>Page No</b>
1.	Firms should be registered as Limited/ Private Limited/ Proprietorship/ Partnership	Certificate of Incorporation/ Registration, Partnership Deed, TIN/ GST Registration		
2.	Must have an average annual turnover of last three financial years for the years 2021-22, 2022-23 and 2023-24 not less than Rs. 25.00 Lac.	Copy of Audited Balance sheets along with Profit and Loss statements with highlighted relevant figures (in case the audited financial statements do not reflect the above, original Statutory Auditors certificate on the actual relevant figures)		
3.	Must be registered with the Indian Service tax Department	Copy of PAN Card/valid GST Registration Certificate		
4.	Must not be blacklisted by the Central/State Government and Public Sector	As per Annexure-I signed by competent authority		
5.	Undertaking Performa	As per Annexure-II signed by competent authority		
6.	Certificate of execution of three work orders.	Issued from the Recognized Institution/ University <b>OR</b> Department		

**Submission of Bid**

Sealed Tender envelope should be superscribed Scanning of C&D Part OMR Sheet "Containing two separate sealed envelopes COVER "A" & COVER "B" as prescribed here in after should be submitted to the System Administrative, Computer Unit, Aruna Ranjit Chandra Hall, Panjab University, Chandigarh.

### **Earnest Money Deposit**

1. **Earnest Money:-** The firm/s are required to submit the Demand Draft for an amount equal to EMD @ 46000 to be given by vendor at the time of submission of quotation drawn on any scheduled bank in favor of **“The Registrar, Panjab University, Chandigarh”** without which quotation shall be considered incomplete and non-responsive and will not be considered.
2. The original EMD (in shape of Demand Draft) be deposited in the office of the System Administrator Computer Unit, Panjab University Chandigarh inviting quotation/s within the period of quotation submission.
3. The prospective firms are required to submit their quotation/s in offline mode (through Regd. Post only/speed post, etc.) in a sealed envelope or in person.

### **Note:-**

1. The firm/s have to produce the original documents as & when asked by the Panjab University. The failure of the firm to furnish the said original documents will entail summarily rejection of its bid.
2. The Panjab University will not be responsible for any delay in submission of the quotation due to any reason whatsoever.
3. Corrigendum/Addendum to this quotation, if any, will be uploaded on website of Panjab University, Chandigarh (i.e. <http://tenders.puchd.ac.in>) or (<http://exams.puchd.ac.in>) No separate communication will be sent to any firm/s. This may be noted by the firm/s on its own.
4. The purchaser reserve the right to verify the particulars furnished by the firm independently. If any information furnished by the firm is found incorrect at a later stage. The firm shall be liable to be debarred for future quoting in Panjab University for a period of 2years.

**Evaluation Process**

1. Eligibility criteria and technical specifications of only those firm/s will be evaluated, whose valid EMD instruments are found to be in order. Quotation received without EMD will be summarily rejected.
2. A duly constituted Evaluation Committee (EC) will first select firms on the basis of eligibility criteria defined for this quotation. The quotation conforming to the eligibility criterion only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents EC may ask concerned firm/s to prove their eligibility.
3. The EC shall evaluate the response to the quotation and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidences may lead to rejection.
4. The EC may ask for meetings with the firm/s any time during the evaluation process to seek clarifications on their quotation/s.
5. The EC reserves the right to reject any or all quotation/s on the basis of any deviations. The decision of the EC in the evaluation of responses to the quotations shall be final.
6. Conditional quotation would be liable for rejection
7. Upon verification evaluation/assessment, if in case of any information furnished by the firm is found to be false/ incorrect, their quotation shall be summarily rejected and no further correspondence on the same shall be entertained.
8. No enquiry shall be made by the firm/s during the course of evaluation of the quotation, after opening of quotation, till final decision is conveyed to the successful firm/s.
9. The EC will shortlist the specifications on the basis of the minimum eligibility criteria. The samples of only those short listed firms will be considered and further checked and selected by the EC.



## **Financial Evaluation Process**

- 1. Only Financial quote would be considered for award of the contract, who has quoted the lowest rates in total i.e. total value of all required rates will be considered as L-1 among all firm/s as per requirement/specifications by the Evaluation Committee on Lowest basis (L-1).**
2. Quoting incredibly low value with a view to subverting the quotation process shall be rejected straightway and EMD of such vendors will be forfeited.

**INSTRUCTION TO FIRMS**

1. **Submission of Quotations:** Offline quotation/s shall be received by the purchaser before the time and date specified in the schedule of the quotation notice. The purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum.
2. **Late offer:** Late submission will not be entertained and will not be permitted by after due date & time.
3. **Cost of Bidding & Currency:** The offer must be given in Indian Rupees only. The price will remain fixed for the period of the work completion and no changes for any reason what so ever will be allowed. The bidder shall bear all costs associated with the preparation and submission of its bid.
4. **Erasures or Alterations and Signing of Tender Offers:** The quotation shall be signed by the firm or a person or persons duly authorized. The person signing the quotation shall put initials on all pages of the offer, except for un-amended printed literature.

The quotation should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the firm, in that case such corrections shall be initialed by the person signing the offer.

5. **Fixed Price:** The commercial offer shall be on a fixed prices basis. All the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.) shall be clearly specified by the firm/s in the financial quotation Performa.

**Clarification of offers**

To assist in the scrutiny, evaluation and comparison of offers the purchaser may at its discretion, ask some or all the firms for clarification of their offers on any of the points mentioned therein

**Amendment of the Document**

- a) At any time prior to the deadline for submission of quotation/s, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by the prospective firm, modify the RFP document.
- b) Any amendments would be intimated to all the prospective firms by issuing corrigendum.
- c) In order to allow prospective firms reasonable time to take into the consideration the amendments while preparing the quotations, the purchaser at its discretion may extend the deadline for the submission of quotations.

**Language of Quotations:** The quotations as well as all correspondence and documents relating to the offer exchanged by the firm/s and the purchaser, shall be in English language only. Supporting documents and printed literature furnished by the firm may be in another language provided they are accompanied by an appropriate certified translation in English language and in such a case, for purpose of interpretation of the bid the translation shall govern.

**PANJAB UNIVERSITY, CHANDIGARH**

SPECIFICATIONS/INSTRUCTIONS

**OMR SCANNING (PART C&D) OF ANSWER-SHEET NOVEMBER/DECEMBER 2024/May/June-2025 EXAMINATIONS IN THE JURISDICTION OF PANJAB UNIVERSITY, CHANDIGARH.**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>Required Quantity</b>
1.	OMR Sheets (C&D Parts) of Answer Books	Approximately No. of OMR Sheets to be scanned November/December-2024-30,00,000 May/June-2025 -30,00,000 Total=60,00,000 (sixty Lac Only).

**Specifications for**

**OMR Sheets (C&D Parts) of Answer Books**

i)	Item & Qty.	Approximately No. of OMR Sheets to be scanned November/December-2024-30,00,000 May/June-2025 -30,00,000 Total=60,00,000 (sixty Lac Only).
ii)	OMR Sheet	➤ Sample attached (Part C & D)

iii)	Specifications	<p>Specification for Scanning of OMR sheets C&amp;D Part for November/December – 2024/May/June-2025</p> <ul style="list-style-type: none"> <li>➤ The Agency/Firm will provide high speed Scanners, computers and other equipment etc. as per requirement of work assigned. Also adequate manpower should be deployed by the concerned firm to carry out the entire scanning/processed of OMR sheets at Panjab University premises</li> <li>➤ The firm must have at least four OMR Scanners which should be readily available at their disposal to start the work immediately after receiving supply order.</li> <li>➤ For carrying out the work of “Scanning &amp; Processing of OMR title page of Answer Sheets”, the University will provide space &amp; electricity only, at its cost. The other things i.e. manpower, stationary and other scanning equipment like scanner etc. will be arranged by the Vendor for getting the job done within the time frame.</li> <li>➤ The Agency/Firm shall be required to submit Identity proof of staff engaged for Scanning, editing and Processing work of OMR Sheets etc. like Aadhaar Card or Voter Card etc. and issue proper Identity Cards before deputing them on work in the University and the staff so engaged must wear the Identity Card, during working hours, as issued by the firm.</li> <li>➤ Penalty: In case, any errors/mistake in “Scanning &amp; Processing of OMR title page of Answer Sheet is detected then a penalty of Rs.100/- per mistake shall be imposed. Further, in extreme cases of violation, its Earnest Money (EMD) as well as Security Money in the shape of Bank Guarantee shall also be forfeited depending upon the extent of the violation as judged by the Competent Authority or any other as decided by the authorities of the University. The 1% and above mistake will be treated / considered as extreme cases of violation.</li> <li>➤ Maximum Scanning Period is of 90 days and total Data to be scanned is approximately 30 lakh OMR Sheets across these 90 days for each session.</li> <li>➤ Daily scanning output required is 75000 to 1 Lakh OMR sheets.</li> <li>➤ Scan number must be printed on C and D Part of OMR Sheet.</li> <li>➤ Scan number cannot be missed out in any manner.</li> <li>➤ Data shall not be late after scanning (exception of only one day permitted).</li> <li>➤ Each packet contains only hundred C&amp;D records and should remove the scanning errors/editing with their own Manpower.</li> <li>➤ File of Data must be in .dat / .csv format.</li> <li>➤ The Company ensure 100% accuracy.</li> <li>➤ EMD @ Rs.46000 for both session comprising of 60 Lakh Part C&amp;D.</li> <li>➤ Performance Bank Guarantee (PBG) @ 5% be given before the start of work.</li> <li>➤ EMD &amp; PBG are in favour of The Registrar Panjab University, Chandigarh for 60 lakh OMR Sheets.</li> <li>➤ Proper editing of scanning errors should be done by matching record from respective(C&amp;D) part of OMR sheets.</li> <li>➤ Approved bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.</li> <li>➤ Approved bidder should maintain complete confidentially / secrecy of entire scanning work.</li> <li>➤ If the work and conduct of the firm is found to be unsatisfactory during the first 50 thousand scanning of OMR Answer Sheets then work order will be cancelled and EMD &amp; PBG of the firm will for the forfeited.</li> <li>➤ The firms are also responsible to submit all the scanned images for each C&amp;D Part along with scan data on daily basis.</li> </ul>
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## Annexure - I

(To be executed on stamp paper) worth Rs. 5/-

I \_\_\_\_\_ son of \_\_\_\_\_  
 Resident of \_\_\_\_\_ Police Station \_\_\_\_\_  
 Distt. \_\_\_\_\_ Contractor/Partner \_\_\_\_\_  
 \_\_\_\_\_ or Sole Proprietor (Strike out word which is not  
 applicable) of Firm of Contractors \_\_\_\_\_ do hereby declare on solemn  
 affirmation that the individual/companies not black-listed by the Union or the State  
 Government or any partner or shareholder thereof are not directly or indirectly  
 connected with or has any subsisting interest in business of my/our firm.  
 In case the information is found to be incorrect or false, an appropriate action may be  
 taken against me by the authorities. I shall also be liable to indemnify the University in  
 case any claim arises out of information given by me.

Deponent \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated \_\_\_\_\_

Verification:-

I do hereby solemnly declare and affirm that the above declaration is true and correct to  
 the best of my knowledge and belief. No part of it is false and nothing has been  
 concealed therein.

Deponent \_\_\_\_\_



**UNDERTAKING**

Certified that I/We have carefully read the terms and conditions and these are acceptable to me/us. The Performa giving details of equipment's, premises and a copy of declaration relating to registration of the firm is submitted herewith as required under this tender.

(Signature)

Dated: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_ office Phone no. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Cover "A"

TENDER FORM

TECHNICAL BID FOR Scanning of OMR Sheets C&amp;D Part.

1. Name of firm with complete address .....
- .....
- .....

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

2. Name of Proprietor of the firm .....
3. Year of establishment .....
4. Registration of establishment.....
5. GST No. of the firm .....
6. PAN/TAN No. of the firm .....
7. Whether Govt. Agency/Public Ltd. /Pvt. Ltd:- .....
8. Annual turnover in lac (please attach CA certified balance sheets certificate of turnover)

	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Annual Turnover (in lac)			

9. Whether income tax payee (duly audited by the C.A./authenticated agency) Yes/No  
(Attach I.T. clearance):
10. Since when performing the related jobs of Scanning of OMR Sheets:
11. Blacklisted/debarred? (Attach Affidavit)

## 12. Past experience Scanning of OMR Sheets:

Year	Name of University Institute/any Govt organization or public Sector undertaking	Nos. of OMR Answer Sheets Scanned	Copy of supply order
2021-22	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2022-23	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2023-24	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.

13. Net worth of the company/firm in lakhs :

14. Earnest money deposited amounting to Rs..... vide DD.....

No.....dated.....

Certified that the aforesaid information are true to the best of my knowledge and belief.  
In case of any false statement observed later on, I/We shall be liable for the  
consequences.

Dated; \_\_\_\_\_

Signature  
(With official Seal)

Cover "B"

FINANCIAL BID FOR SCANNING OF OMR SHEETS.  
(To be submitted separately in a sealed envelope)

Sr. no.	Particulars of works	Rate per OMR Image C Part & D Part (Inclusive of GST) in Rs.
1.	Rate to be charged for Scanning of OMR Image	

Dated: .....

Signature  
(With official Seal).

**PANJAB UNIVERSITY, CHANDIGARH**

( SEE INSTRUCTIONS OVERLEAF )

**PART - D**

(TO BE FILLED BY THE CANDIDATE)

Roll Number / PUPIN

1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0	0

**Exam Code**  
(Fill from Question Paper)

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	0

Fill from Question Paper

**Subject Code**  
(Fill from Question Paper)

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	0

Fill from Question Paper

Barcode



Space for affixing COE's Stamp with Date

**PANJAB UNIVERSITY, CHANDIGARH**

( SEE INSTRUCTIONS OVERLEAF )

**PART - C**

(TO BE FILLED BY THE EXAMINER)

**Answer Book Code No.**

1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0

**Subject Code**  
Fill from Question Paper

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	0

**TOTAL MARKS OBTAINED TO BE FILLED BY EXAMINER**

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0

**TOTAL MARKS OBTAINED**  
(To be filled by Checking Asst.)

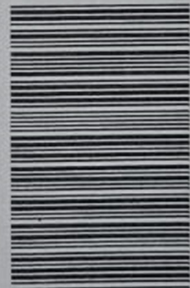
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0

In case of 100 marks use following

1	0	0
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( SEE INSTRUCTIONS OVERLEAF )

Barcode



Examiner ID No.	Signature
Checking Asst. ID No.	Signature