

**PAREEKSHABHAVAN, KERALA, THIRUVANANTHAPURAM**e.mail: [cgeasection@gmail.com](mailto:cgeasection@gmail.com)Website: [www.keralaparekshabhavan.in](http://www.keralaparekshabhavan.in)

Tele: 0471- 2546816

No. A5/40000/2019/CGE

Pareekshabhavan, Poojappura

Thiruvananthapuram- 695012

Dated: 18/11/2019

**TENDER NOTICE**

Sealed Tenders are invited for the supply of OMR Answer Sheets with Bar codes and Evaluation of OMR Answer sheets as per the specifications given in the schedule of items on rate contract basis for period of one year.

The tender should be super scribed “ Tender No. A5/40000/19/CGE for the supply of OMR Answer Sheets” and addressed to the **Secretary, Pareeksha Bhavan, Poojappura, Thiruvananthapuram, Kerala- 695012**. Tenders will be received up to 1 pm on 28/11/2019 and will be opened at 3 pm in the same day in the presence of the tenders or their authorized representatives who may be present at that time. Late tenders will not be accepted.

Intending tenders may send applications to **Secretary, Pareekshabhavan, Poojappura, Thiruvananthapuram** and obtain the requisite tender forms along with the specimen. Applications for tender forms and the specimen should be accompanied with Demand Draft (in favour of the **Secretary, Pareekshabhavan, Thiruvananthapuram** for a sum Rs. 2100/- (including GST @ 5%) (Rupees Two thousand One Hundred) the price fixed for a tender form and is not refundable under any circumstances. The tender forms are not transferable. Duplicate tender forms, if required, will be issued.

The sale of tender forms will be closed at 12.00 Noon on 22/11/2019. Cheques Postal orders, postal stamps etc, will not be accepted towards the cost of the Tender forms. Tender forms will not be sent by V.P.P. Kerala Stamp Paper will be supplied to the intending tenders outside Kerala for execution of agreement along with the tender forms followed by a remittance of Rs. 150/- ( Rupees One Hundred and fifty Only) separately ie., Rs. 100/- for Stamp Paper and Rs. 50/- towards incidental expenses.

## **SCHEDULE OF ITEMS**

### **Specifications for Printing of OMR**

#### **Sl.No.**

1. OMR Answer Sheets with Barcodes, and should be in two part pure carbonless stationery.
2. Size : A4
3. Thickness : 100 to 105 GSM
4. Printing Colour : Different Shades or colours for different categories.
5. Pre-check : 100% pre-Checked with certificate & date base support.
6. Only the corresponding Alpha Code should incorporated and placed in its correct position as shown in the specimen.
7. Scissors symbol, print “cut here” noted in both sides of perforation for easy separation of original & carbon copy.
8. Provide sufficient space in between the digits of register number grid as in the specimen.

### **Specifications for Evaluation of OMR**

1. The firm should arrange its own scanner, software and manpower for scanning and processing of OMR Answer sheets.
2. The Serial Number, date and time should be printed on the OMR sheet during scanning.
3. The software of scanning should be able to evaluate as per different weightage/marks allotted to the questions.
4. After scanning the firm should be able to generate the report giving at least the following parameters: ie., scan number, reference number, roll number and scores- both breakup and total with analysis based on subject wise marks.

### **TENDER SCHEDULE**

Superscription	: Tender No. A5/40000/2019/CGE for the supply of OMR Answer Sheets.
Last Date and time for sale of Tender forms	: 22/11/2019
Last date and time of receipt of Tender	: 28/11/2019 1.00 pm
Date and Time for opening the tender	: 28/11/2019 3.00 pm
Date up to which the rates are to be existed	: Till the completion of the period of contract.
Price of Tender Form	: 100/- (including VAT @ 5%)
Price of duplicate Tender form:	1050 (including VAT @ 5%)
Address of the Office	: The Secretary, Pareekshabhavan, Poojappura, Thiruvananthapuram- 12.

Name and Designation of  
the Purchasing Officer } Lal K.I., Secretary, Pareekshabhavan

### **TERMS AND CONDITIONS**

- 1) The items to be supplied to the Office of the Pareekshabhavan, Poojappura, Thiruvananthapuram-12.
- 2) Each Tender should be accompanied with a packet of OMR Sheets printed as per the specifications with at least 5 Nos. of each alpha code, A to D) Tenders without sample of OMR sheets will be summarily rejected.
- 3) The quality of paper for printing OMR sheets should be adhered to for each consignment.
- 4) On acceptance, the tenderer, must enter in to a contract with the Secretary, Pareekshabhavan, for the supply of the above item as per requirement for a period of one year with the rate and conditions specified in the Tender. The period of contract will be one year from the date of first purchase order.
- 5) The tenderer should have the facility of 100% verification before supply. If any problem of verification of the timing marks and barcodes and any rejection or break down due to imperfect OMR Sheets, consequent damages, if any will have to be borne by the supplier, The rejected sheets, if any, should also be scanned as per the procedure followed by the Secretary at our premises within a time frame fixed by the Secretary failing which the damages will be realized from the supplier.
- 6) The printing facility of the supplier should be ISO certified.
- 7) The printing of Barcodes should be of extremely high quality. All the barcode should be unique and tested by the supplier before it is supplied. Specimen copies of the printed OMR Sheets with Barcodes should be

- submitted along with the tender for assessing the quality of paper and printing.
- 8) The payment will be made only after the completion of the works and submission of the bills duly approved by the concerned authority.
  - 9) The rate quoted should be inclusive of all taxes and flight charges. All charges, taxes, duties, levies and special conditions, if any should be clearly indicated in the tender.
  - 10) The Secretary, Pareekshabhavan, reserve the right to visit the firm to assess the printing facility and arrangements with or without prior notice.
  - 11) Late Tenders will not be accepted. No responsibility will be taken by the Pareekshabhavan for postal delay or non-delivery/non-receipt of tender documents.

### **SPECIAL CONDITIONS**

1. OMR sheets should be supplied in packets of 20 sheets (5 sheets of each alpha code A,B,C,D) in polythene cover in cartons of 1,000/- sheets.
2. The range of Bar code of each consignment to be intimated only to the Secretary (Examination) Pareekshabhavan, Thiruvananthapuram- 12 confidentially in double sealed cover marked “ confidential”.
3. The format of OMR is subject to slight changes for each consignment.
4. All the Answer Sheets should be pre-checked through the scanner and a check report must be supplied along with each consignment.
5. The contract be awarded to one single firm only to be carry out entire work related to supply of OMR sheets, scanning and processing works to avoid compatibility problems.

**OTHER DETAILS**

1. Every Tenderer should send along with his tender an Earnest money Deposit (EMD) for Rs. 20,000/- (Rupees Twenty thousand) by crossed Demand Draft payable at Thiruvananthapuram drawn in favour of the Secretary, Pareekshabhavan, Thiruvananthapuram-12. An agreement executed on Kerala Stamp paper worth Rs. 100/- (rupees One Hundred Only) shall be submitted along with the Tender, the details of which will be given later from this office.
2. The accepted tenderer shall deposit a security @ 4% of the total value in addition to the 1% EMD (total 5% of the estimated cost). the EMD submitted by other Tenderer will be returned, The security deposit will be returned to the successful tenderer only after the completion of the period of supply.
3. Sale of Tender forms will be closed at 12.Noon on 22/11/2019.
4. The Tender forms are not transferable.
5. The rate quoted should remain firm till the completion of the period of the contract. (One year from the date of first Purchase Order)
6. The right of the Secretary, Pareekshabhavan to reject any tender in full or in part, without assigning any reasons thereof is reserved.

**LAL K.I.**

Secretary, Pareekshabhavan

Station : Thiruvananthapuram

Date : 18/11/2019