



NIELIT CALICUT
(Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)
NIT Campus Post, CALICUT-673 601, KERALA
Email: purchase@calicut.nielit.in Web: <http://nielit.gov.in/calicut>
Phone: 0495-2287266

LIMITED TENDER ENQUIRY

Ref. No.: 2(1205)/2020-21/ROHINI/OMR

Date: 14.09.2020

To

DUE DATE: 05.10.2020

TENDER OPENING DATE: 07.10.2020 TIME: 2:00 PM

1. Quotations are invited for the supply of the items/provision of services as per Annexure-I.
2. The quotations duly **SIGNED, SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE No. AND DUE DATE**, should be addressed to the undersigned so as to reach on or before the due date stipulated above. Quotations received after the due date will not be considered.
3. Quotation will be opened at the above address on the date and time mentioned above. If this day becomes a holiday, the same will be opened on the next working day. The Tenderer or his authorized representative can be present during tender opening.
4. The quotations should be valid for acceptance for a period of **sixty days** from the due date
5. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
6. The quotations should be provision of services exactly conforming to our requirements and specifications.
7. ~~Relevant literature pertaining to the items quoted with full specifications and drawings, if any should be sent along with the quotations, wherever applicable. Samples, if called for, should be submitted free of charges and collected back at the supplier's expenses.~~
8. ~~Copy of Manufacturing licence, Principal or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.~~
9. ~~Quotation should be for free delivery at our Centre and should clearly specify the delivery period. If delivery quoted is Ex-Godown/Consignor Station, delivery charges consisting of freight, packing & forwarding charges, insurance, etc. should be indicated separately. Goods should be supplied duly carriage paid and insured.~~
10. GST Registration Number of NIELIT Calicut is: **32AAATD0315M1Z6**. GST or any other taxes may be charged as per the rates applicable to Scientific/Educational institutions.
11. **Security Deposit @ 5% of the Purchase Order/Invoice value shall be retained, in case order/contract value exceeds Rs.1,00,000/- (Rupees one lakh), which will be released after the expiry of the agreement.**
12. Work shall not be commenced without an official purchase order.
13. Payment: Payment will be made after completion of the work, installation/assembly and commissioning of the items covered by the order along with necessary spares supplied to the entire satisfaction of NIELIT CALICUT. Payment against invoices shall normally be made within 30 days of completion of the work. **No advance payment will be made under any circumstance.**
14. Incomplete quotations and quotations which do not comply with all the above instructions are liable to be summarily rejected.
15. NIELIT CALICUT does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained.
16. **Earnest Money Deposit (EMD) for Rs.25,000/- be deposited by NEFT in the Bank Account No. 10401158037 (IFSC: SBIN0002207) at State Bank of India, NIT Calicut Branch, CREC Campus, Chathamangalam, Calicut – 673 601, in favour of Director, NIELIT CALICUT, failing which the quotation will be rejected. Proof of Deposit of EMD amount with Tenderer's Bank Account No. and IFSC No. should be submitted with the Quotation. Alternatively, the Tenderer may choose to submit EMD/Bid Security Declaration, as given in Annexure-II, subject to the conditions stipulated therein.**

Yours faithfully,


Purchase In-Charge
For Executive Director

Encl: Annexure

ANNEXURE-I

Your Quotation No.

Date:

| | | |
|----|---|-----------------------|
| 1 | Description of item(s) | OMR SCANNING SERVICES |
| 2 | Specifications & Quantity : 1.5 lakh sheets (Approx.) As per Specifications attached. | |
| 3 | Price per unit in Rs. (in figures & words) | |
| 4 | Total Price in Rupees (in figures & words) | |
| 5 | Delivery Period | |
| 6 | Terms of Delivery | |
| 7 | Taxes, Duties & any other statutory levies or charges | |
| 8 | Transportation, Insurance, Packing & Forwarding charges, if any | |
| 9 | Discount/off etc., if any | |
| 10 | GST Registration No. | |
| 11 | Payment Terms | |
| 12 | Validity of Tender | |
| 13 | Warranty | |
| 14 | EMD Amount and Payment details | |
| 15 | Bank Account No. with IFSC Code | |
| 16 | Any other remarks | |
| 17 | Signature of the Tenderer with Name and Date | |
| 18 | Address with Email ID & Mobile No. | |
| 19 | Central Public Procurement Portal (www.eprocure.gov.in) Registration, Email login ID | |

- NB:** (1) The prices quoted and Taxes charged should be Academic/Educational Prices/rates, wherever applicable.
- (2) Enquiry for the above items and specifications can also be downloaded from our website <http://nielit.gov.in/calicut> or www.eprocure.gov.in
- (3) Please register at www.eprocure.gov.in and intimate login details without fail. Watch website for regular updates.


14/09/20

ANNEXURE-II

Undertaking for EMD
(on the letterhead of Organization)

Date:

To

The Executive Director
NIELIT
NIT Campus P.O.
Kozhikode – 673601
Kerala

Subject: Undertaking as per GFR–2017, Rule 170(iii).

Dear Sir,

We, the undersigned, offer to supply in response to your Tender No. dated We are hereby submitting our Bid/Quotation for the same. As a part of eligibility requirement stipulated in the said Tender documents, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD), as given below:

1. Our bid shall remain valid for 60 days from the date of submission and that we will not withdraw or modify our bid during the validity period.
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Security Deposit of 5% of the order value, as per terms stipulated in the Tender.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as ineligible for said Tender and/or debarred from any **future bidding process of NIELIT for a period of minimum two years.**
5. The undersigned is authorized to sign this undertaking.

Yours sincerely,

Authorized Signatory:
Name and Title of Signatory (with seal):
E-mail:
Mobile No:

NIELIT-Calicut (Confidential) OMR Scanning and Software Requirement

Scope of work

1. To scan OMR (Standard A4) answer sheets (approximate expected quantity one lakh) correctly and completely in good quality and provide the soft copy in PDF format
2. The OMR sheets should be double scanned and checked for mismatches
3. Data should be captured /scanning should be done by applying all checks to ensure flawless capture of information. The generated database must include details entered in the answer sheets completely with 100% accuracy.
4. Manual data entry, if required shall be done only with prior permission of NIELIT and in the presence of NIELIT Staff, with reasons to be recorded in writing. Facility to track such entries should be provided in the software.
5. Complete work to be carried out in a confidential manner

Hardware & Software requirement

1. The firm should arrange its own scanner, software and manpower and any other material required for these purposes. Firm should ensure accurate result processing, ensuring purity and total data security during and after the process
2. Good quality scanner is to be used for scanning of OMR sheets
3. Software should have provision for identification of OMR Sheets which do not contain required/correct information related to the examination
4. The software used for scanning should be able to evaluate the sheets as per the different weightage/marks allotted to the questions.
5. The software should be able to generate the report with parameters viz :Test Booklet Series, Question Number, Roll Number and Marks obtained, both break up and total with analysis based on part wise mark up toplaces of two decimal.

Other Requirements

1. The complete process of scanning, corrections and result processing should be done in the premises of NIELIT, in the presence of NIELIT Staff in a secured environment and are to be video recorded. All data processed must be handed over to NIELIT and vendor should destroy/delete any data related to this from their systems before leaving the premises.
2. After scanning, the answer sheets shall be handed over to NIELIT duly packed. The packet shall contain the details of answer sheets and count.



3. Soft copy of all OMR/complete answer sheets shall be provided in DVD's/Pen drives in duplicate to NIELIT immediately after completion of the scanning process at scanning centre.

Pricing

1. The rate quoted must be for per answer sheet and must include the cost for scanning and processing of the answer sheets with above conditions at an identified location in Delhi city. The pricing is to be provided for various slab as below
 - a. Less than and upto 25000
 - b. 25001 to 50000
 - c. 50001 to 75000
 - d. 75001 to 100000
 - e. Above 1,00,000

Terms & Conditions

1. The firm should have at least five years experience/Completed scanning work of 5 large OMR based examination work in Government Departments with a volume of not less than 50000 in a single project and proof to be attached.
2. The firm should have a turnover of a minimum of Rs. 5 lakh per year in the past five years through OMR Scanning activities. The firm should submit a satisfactory performance report from atleast three Government Departments and also the last years income tax return. Proof to be attached
3. The firm should specifically inform that they are not currently black listed by any Govt. Department.
4. The firm will have to undertake the scanning/ processing of OMR Sheets within a week from the date of work request letter from NIELIT and complete the activity within 10 days time.
5. The firm should have the capacity to scan, capture and compile data for minimum 25 thousand OMR Sheets per day, using the master answers prepared in the OMR Sheets. The party shall submit self-certification in this regard.
6. Total Work Plan along with list of equipment available at present is necessary to be enclosed with the quotation.
7. 100% payment will be made to the agency only after successful completion of each examination work as mentioned in scope of work. No advance payment will be granted under any circumstances.
8. The quotation shall remain valid for a period of one year which can be extended for a further period of one year, subject to satisfactory performance of the firm.
9. In the event of failure on the part of the agency to execute the work as per the schedule in the agreement and to the satisfaction of NIELIT, it shall be dealt with by NIELIT by imposing a penalty for the delay in the result processing work. NIELIT shall deduct an amount @10 % of total cost of payment due to the firm. Also, NIELIT reserves the right to get the work done by any other agency at the cost and risk of the agency under such circumstances.



10. As this work is highly confidential in nature and sensitive in terms of time as well as accuracy, if NIELIT finds the work assigned to the firm failed in quality/mistake in preparation of result/breach of confidentiality, NIELIT may suspend all the payments.
11. NIELIT may, by written notice to the successful agency, suspend all payments if agency fails to perform any of its obligations under the agreement including carrying out the services, provided that such notice of suspension
 - a. Shall specify the nature of failure.
 - b. Shall request the agency to remedy such failure within a period not exceeding three days after receipt of such notice of failure.
12. NIELIT shall retain all right, title and interest in and to any and all such data, all documents related to the examination for NIELIT pursuant to this agreement and any modifications thereto or works derived therefrom.
13. The Selected party and its personnel shall not, either during the term or even after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the NIELIT 's business or operations.
14. The firm should undertake a non-disclosure agreement to the effect that the information available with them will be kept strictly confidential.
15. Non-disclosure & work agreement has to be signed by the party.

Sign of Authorized Signatory with Name & Seal

