



CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING, MOHALI

(A Scientific Society of Ministry of Electronics & Information Technology Govt. of India)
A-34, Industrial Area, Phase-8, Mohali-160 071 (Near Chandigarh)

1(530)2019/MMG/
08th March, 2019

Ref. Notice Inviting Quotation.

Dear Sir(s),

We are interested in the purchase of the articles mentioned below. Please send your quotations in double cover, inner cover should be sealed & should indicate (i) Name of the Material (ii) Reference of this letter & (iii) date of opening of quotations. The outer cover should bear only address without any indication that there is a quotation within. Your quotation should reach this office on or before **03.04.2019** (12 Noon) to be opened at 3.00 p.m. on the same day.

| Sr. No. | DESCRIPTION | QUANTITY |
|---------|--|--------------------|
| 1. | Double Scanning of OMR Answer Sheets as per specifications enclosed. | As per requirement |

Price quoted should be for :-

- (a) Free delivery i.e. F.O.R. at C-DAC, Mohali
- (b) Please note that rates quoted must include freight, cartage, insurance etc., if any. No extra charges for freight, cartage, insurance etc. will be payable by the centre. Octroi & Sales Tax will be extra payable only if, specified in quotation.
- (c) The validity of quotation should be more than 2 months.

Yours faithfully

Senior Purchase Officer

NOTE :- (i) While submitting quotation please take care of instruction overleaf.
(ii) Late/Delayed Quotations will not be considered at all.

INSTRUCTIONS

1. We are interested in the material either of indigenous manufacture or of foreign make, available from ready stock. Any offer to supply on forward delivery basis under supplier own quota license will also be considered.
2. Specific mention should be made of whether the delivery will be Ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
3. In case of supply order for the SCIENTIFIC EQUIPMENT/APPARATUS the date of delivery should be strictly adhered to otherwise the supply order is liable to be cancelled.
4. In case of supply order, for stores other-than Scientific Equipment/Apparatus, as time is the essence to this order, the date of delivery should be strictly adhered to otherwise the Director reserves the right not to accept delivery in part or full and to claim liquidated damages 1% per week subject to maximum of 10% of the total value of supply order.
5. Payment will be made by Crossed/Accounts Payee Cheque/RTGS only after receipt of the material in good condition.
6. The acceptance of the quotation will rest with the Director who does not bind himself to accept to Lowest quotation and reserves the right himself to reject without assigning any reason.
7. Any dispute arising out of this quote will fall under Mohali Jurisdiction only.

IMPORTANT NOTES :-

1. If you are on D.G.S. & D rate contract, please quote D.G.S. & D rate and rate contract number enclosing a copy thereof.
2. For an offer of imported material, please give full break up of your rates supported by S.T.C. formula or your Principal's Invoice / Quotation as the case may be.
3. If required C-DAC-Mohali can provide Custom Duty/Central Excise Duty exemption certificate to the vender.
4. Please indicate your Permanent Income Tax Number on your Performa Invoice/Bill.

Description of Job work in three Phases

Phase 1(Scanning)

- 1. Double scanning of used OMR answer sheets in all fields.
- 2. Image capturing of OMR answer sheets & Processing.
- 3. Discriminate between smudges and erasures and valid marks
- 4. Editing / verification of data.

Phase 2 Error Rectification

- Roll no mismatch errors, Booklet code error , duplicate Rollno error
- Multiple response error & corrections
- Attendance matching of scanned data with master data

Phase 3

Applying the answer key on the data ****

- Matching of Manual evaluation on OMR answer sheets with scoring by software
- Generation of reports such as presentee and absentee list

****Note : in case , if the answer(s) is not available at the time of scanning , the agency will be called for the final scoring with the received key(s) irrespective of Lots for scanned data at tricity with no cost to C-DAC.

The captured data, complete images of the OMR sheets has to be stored in the database.

The prospective bidder shall furnish the following documents.

- 1. Must be a holder of current and validity quality management system certificate of ISO 9001 certification for the job as per notice
- 2. The firm should arrange its own SCANNERS , SOFTWARE and MANPOWER FOR SCANNING
- 3. THE Header number / serial number should be printed on the scanned OMR answer sheet during the scanning.
- 4. Self attested copy of PAN no card under Income Tax Act., Service tax Regd. No Valid Regd. No of the agency.

5. Undertaking to the effect that agency has not been Blacklisted by any department / Organization of the govt. Of India / state and No Criminal case is pending against the firm.
6. Must enclose banker's certification on satisfactory banking.
7. Terms and conditions duly accepted/ signed with stamp of prospective bidder
8. Proof to the effect that tenderer has experience of providing similar works for at least last three consecutive years.
9. No payments shall be made before the completion of work.
10. C-DAC Mohali can provide the Guest house accommodation to scanning party, if vacant as per C-DAC Norms. And no , fooding local hospitality
11. No Reimbursement To & Fro for transportation charges for equipment and manpower for each person's as applicable (this include the local conveyance from your office to tricity.

Kindly quote your rates inclusive for Phase1 , 3 (if applicable) at Tricity

| Sno | No . of Sheets | Rate (Rs) /sheets | Remark if any |
|-----|----------------|-------------------|---------------|
| 1 | 1000 | | |
| 2 | 2500 | | |
| 3 | 5000 | | |
| 4 | 10000 | | |
| 5 | 15000 | | |
| 6 | 25000 | | |

The above rates should be inclusive of all applicable taxes.